



SAN BERNARDINO COUNTY  
INTERAGENCY COUNCIL ON HOMELESSNESS  
**COMMITTEE AND REGIONAL  
– RULES AND PROCEDURES**

## **COMMITTEE BACKGROUND**

### **Mission and Scope**

The mission of the Committees shall be to support the development of policies and procedures which serve the growth and development of the Interagency Council on Homelessness (ICH), and which do not conflict with the adopted Governance Charter and Bylaws of ICH. The 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.

Advisory bodies are established through the committee structure. Committee development is designed to achieve the following goals:

1. Increase participation by ICH and Continuum of Care (CoC) 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 regional 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.

### **Duties and Responsibilities**

The ICH Committees shall have the power, duty and responsibility to:

- Compile, document and have archived, in a form accessible to the membership and public, any documents related to the Committee and/or ICH including all actions taken to amend said documents.
- On its own initiative or in response to a request by a committee, committee members, members of the CoC or the ICH governing board, review CoC related governing documents and recommend amendments to such documents to the ICH.
- Conduct periodic reviews and recommend amendments to policies, written standards, and procedures in order to enhance the CoC.

- Assist in the development and documentation of the structure and functioning of all committees.
- Develop internal standards for its committees as long as they do not supersede or supplant ICH rules and/or regulations.
- Create sub-committees as needed to complete its work.
- Adopt such special rules as it deems advisable to govern the conduct of internal Committee business which are not inconsistent with the Rules, Policies and Procedures of ICH.
- Perform other duties as requested by the ICH and provide copies of correspondence to the ICH through the OHS.

## **STRUCTURE**

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.

If a committee wishes to request a meeting that is not regularly scheduled, the committee chair must consult with OHS staff on room availability and support staff. Meeting notices shall be distributed through OHS.

### **Committees**

Committees, comprised of active members of the CoC (committee members do not have to be ICH board members), are established to perform specific functions for the ICH. These committees also may be structured to provide specific services to the membership of the ICH and overall CoC.

Specific committees will continue on an ongoing basis as “standing” committees of the ICH while “other” committees, discretionary or special ad hoc, may be established as necessary for the efficient operation of the ICH or to accomplish special functions that may be useful to the working of the ICH and CoC.

### **Standing Committees**

A standing committee is one that the ICH has recognized as essential to the function of the CoC and its governing board and is maintained on an ongoing basis unless dissolved through board

action of the ICH. Specific duties and responsibilities of each standing committee are outlined in the subsequent sections of these rules, policies and procedures.

Standing committees include the following:

- Bylaws and Membership
- CoC Performance Oversight
- Emergency Preparedness and Response
- Health
- Homeless Youth Taskforce
- Housing
- Identify Resource Availability
- Outreach and Coordinated Entry System
- Point-In-Time Count Oversight

#### Bylaws and Membership Committee

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:

- 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:
  - 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.

#### CoC Performance Oversight Committee

The CoC Performance Oversight committee is responsible for monitoring the CoC's strategic, operational, fiscal, and grant performance of federal and state CoC funded programs and for ensuring alignment between local, state and/or HUD strategic priority system performance measures and local performance measures as set or encouraged by the ICH.

The CoC Performance Oversight Committee shall:

- Provide oversight of the CoC funded recipients and make recommendations based upon documented outcomes.
- Review the Annual Performance Reports of the above responsible organizations and/or programs and provide strategic recommendations regarding outcomes to the ICH.
- Review data outcomes for CoC funded recipients.
- Provide recommendations on current policies and procedures for accessing the CoC homeless service delivery system, complementing county contract compliance standards.

### Emergency Preparedness and Response Committee

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.

The Emergency Preparedness Committee shall assist in:

- Reviewing the County's Emergency Operations Plan and other supporting emergency documents and recommending changes to the appropriate agencies.
- 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.

### Health Committee

The Health Committee is a standing committee responsible for: the development of collaborative solutions to the challenges associated with providing health care to unsheltered and sheltered homeless individuals and families, and adults and children at-risk for homelessness. The Health Committee will seek to improve the coordination and communication between health care and homeless service providers to bridge the gap between homeless and health related services. The

Committee will focus on addressing the need for additional training and providing educational resources for health care and homeless service providers.

The Health Committee shall advise on the following:

- Expand chronically homeless persons' mainstream resource access and use, particularly Affordable Care Act and Medi-Cal Reform opportunities.
- Increase the availability/accessibility of homeless housing options, especially for chronically homeless persons and individuals exiting hospitals/in-patient settings.
- Increase permanent supportive housing (PSH) inventory and chronically homeless persons' access to PSH. This includes increasing awareness of "Housing First," an evidence-based practice.
- Provide education for homeless providers on Health Homes and Whole Person Care.
- Facilitate partnerships among homeless assistance system and managed care organizations.
- Promote increased use of Medicaid waiver opportunities to provide services to target populations.
- Identify relevant partners, agencies, and sectors not represented currently in housing-healthcare coordination and develop strategies to engage them.
- Expand the use of peers to support of Medi-Cal enrollment and follow through work, including navigating housing, homeless services, medical and behavioral health systems, employment and other non-clinical steps along the road to recovery and housing stability.

#### Homeless Youth Taskforce Committee

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.

The Homeless Youth Taskforce shall:

- 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 County;

- 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;

### Housing Committee

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 CoC Regional Network in identifying existing resources that support permanent housing solutions for the homeless and recently incarcerated.

The Housing Committee shall:

- 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.

### Outreach and Coordinated Entry System Committee

The Outreach and Coordinated Entry System committee will be a standing committee responsible for the enhancement and continual development of a coordinated entry system and assessment process for the entire CoC region, which works to meet the needs of clients from all jurisdictions in the CoC and which prioritizes local, state and federal efforts. This committee will strive to have government and/or non-profit representation from each jurisdictional region within the Continuum.

The Outreach and Coordinated Entry System committee is charged with the following responsibilities:

- Advocacy on behalf of those who are homeless or at-risk of becoming homeless as well as coverage of all the subpopulations served by the regional CoC.
- Maintaining a system of outreach, assessment, and prevention for determining the needs and conditions of an individual or family who is homeless.
- Monitoring the progress and impact of, and periodically recommending any necessary revisions to an implementation plan for a coordinated entry and assessment system for all homeless and prevention resources within the CoC.
- Create recommendations for any outreach or coordinated entry system written standards for eligibility, assessment, and prioritization of resources for all CoC and Emergency Solutions Grant (ESG) program types.
- Evaluating, updating, and recommending training for the Coordinated Entry System policies and procedures.

### **Other Committees**

Other (discretionary) committees are those appointments which the ICH recognizes as being necessary to fulfill distinct needs of the CoC. However, the ICH Chair has the discretion whether to activate these committees as needed. The ICH Chair, with the approval of the governing board, may identify additional discretionary committees as the needs of the CoC warrant. Such committees have the same general responsibilities to the ICH and the membership of the CoC as standing committees. Specific duties and responsibilities of discretionary committees will mirror general responsibilities of established standing committees.

### **Special Ad Hoc Committees**

At the discretion of the ICH Chair and members of the ICH, certain ad hoc committees may be established to address special, short-term projects. In contrast to other (discretionary) committees, and given the primary purpose of these committees, it is unlikely that these committees will continue beyond one year or as needed per year.

### **Committee Officers**

Each ICH committee will elect a voting committee officer to serve as Chair of that Committee for three (3) years. The appointed Chair currently serving in this capacity at the time of the adoption of the new Governance Charter and Bylaws will be considered as the Chairperson elect of the committee and will serve the full term as identified in these rules and procedures.

Each committee also shall elect a voting Secretary and remaining five voting Executive Committee members that will each serve no more than two (2) year terms. The election of each member will be voted on individually using the following procedures:

- The first nominee receiving a majority of votes cast will be declared duly elected to fill the position.

- If no nominee receives a majority vote on any vote, then the lowest vote receiver and anyone not receiving a vote will be dropped from the next ballot until a nominee receives a majority.
- After a position is filled, nominations will again be requested for the next position until all five (5) elected Committee positions have been filled.
- No two elected Executive Committee members may come from the same agency or affiliated agency. The elected members of the Executive Committee must represent one of the five established regions.

## **COMMITTEE MEETINGS LOGISTICS**

### **Location**

Except as permitted by law, Committee meetings shall be held at a location accessible to the public and accommodating to special needs.

### **Dates and Times of Committee Meetings**

Meetings of all standing committees shall be held regularly at dates and times set by committee members in good standing. The date and time of committee meetings shall be determined by the Committee Chair, in consultation with the other Committee member(s) and the appointed Secretary.

### **Distribution of Meeting Notices**

Regular Meetings: No later than 14 days before each regular standing meeting, notice of a scheduled committee meeting shall be delivered, mailed, or transmitted electronically to the OHS so as to meet the Brown Act requirements (Government Code sections 54950-54963).

Special Committee Meetings: As soon as practical but not less than 24 hours prior to a Special Committee Meeting, notice of a Special Committee Meeting shall be delivered, mailed or transmitted electronically to the OHS so as to meet the Brown Act requirements (Government Code sections 54950-54963).

## **PREPARATION OF THE AGENDA**

The Chair of a Committee shall be responsible to oversee the preparation of the agenda for Committee meetings, in consultation with the OHS. The agenda items for a Committee meeting shall be within the subject matter of the Committee as determined by or under the descriptions described within this document. The Committee Chair shall determine the order of agenda items and shall make time allocations for the agenda items in 5-minute increments.

## **CONTENTS OF THE AGENDA**

### **Agenda Order**

The general order of the agenda for a Meeting shall be:



1. Call to Order
2. Roll Call
3. Public Comment
4. Review of the Consent Calendar
5. Approval of the Minutes
6. Routine Business Items (such as reports)
7. Old Business
8. New Business
9. Adjournment

### **Agenda Order Adjustments**

The Committee Chair shall have the discretion to change the order of agenda items.

## **DISTRIBUTION OF THE AGENDA AND AGENDA PACKAGE**

### **Posting of the Agenda**

#### 1. Time for Posting.

- a. Regular Meetings: The agenda for a Regular Meeting shall be posted no later than 72 hours before the meeting. (§54954.2)
- b. Special Committee Meetings. The agenda for a Special Committee Meeting shall be posted no later than 24 hours before the meeting. (§54956)

#### 2. Place and Manner of Posting.

The agenda for a meeting shall be posted on the San Bernardino County Homeless Partnership website (<http://www.sbcounty.gov/sbchp>) that is freely accessible to all members of the public (§54954.2) and posted at the meeting site.

### **Distribution of Agenda Package**

On the same day the agenda for a Committee meeting is posted, the agenda shall be transmitted electronically to: each committee member and members of the public having filed written or electronic requests to receive same. The agenda package shall be distributed to committee members with the agenda.

## **CONDUCT OF A COMMITTEE MEETING**

In general, code of conduct for committees shall be followed in accordance with the Code of Conduct as described in the Governance Charter and Bylaws of ICH.

## **QUORUM AND VOTING**

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.

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.

## **RIGHTS OF MEMBERS OF THE PUBLIC**

Members of the public have the following rights:

- Attend all meetings of the committees except where confidential or exempt information is likely to be disclosed, and that part of the meeting is therefore held in closed session;
- See all reports and background papers, and any records of decisions made by the Committee unless they contain confidential or exempt information; and
- Right to complain to the committee regarding breaches of the ICH Code of Conduct or violations of these policies or ICH policies under the ICH Governance Charter Grievance Policy.

## **Responsibilities**

A member of the public who is violent, abusive or threatening to any other person while at a committee may be excluded by the Chair or Co-Chair of the Committee from the meeting until such conduct is resolved.

## **Equal opportunities**

In all its dealings with members of the public the members of each committee will endeavor to provide the highest level of service and aim to distribute services fairly across the community except where they need to (or by law must) be targeted to meet special needs, regardless of age, gender, marital status, disability, color, race, nationality, ethnic and national origin, religious beliefs or sexual orientation and will thoroughly investigate any complaint of noncompliance with this policy.

## **REGIONAL STEERING COMMITTEES**

### **Background**

On September 25, 2019, the ICH voted to accept changes to its Governance Charter and Bylaws reflecting a change in the structure of the ICH. The restructuring calls for the creation of Regional Steering committees that will combine the efforts of members of the Homeless Provider Network (HPN) with city regional representatives to create a new joint regional committee that will report directly to the ICH.

The new joint regional committee will represent all cities, homeless services organizations, homeless advocates, and members of the public interested in the provision of homeless services

to the region through the CoC. The HPN will continue to meet on a quarterly basis comprised of all five (5) regional groups representing the following regions as identified in the ICH Governance Charter and Bylaws: Central Valley, Desert, East Valley, Mountains, and West Valley. The new joint regional committee will meet monthly in place of the HPN monthly regional meetings.

### **Role and Functions of the Committees**

The ICH Regional Steering committees will provide leadership and serve as a regional advisory body for the ICH as members of the CoC. ICH Regional Steering committees will be comprised of CoC members uniting members of the HPN and representatives from each regional city, incorporated and unincorporated, schools, county agencies, and public and private entities. The Regional Steering committees roles and responsibilities include:

1. Setting regional priorities, goals and action steps based on recommendations set forth in the Multijurisdictional Homeless Action Plan;
2. Facilitating regional alignment of resources and service coordination;
3. Coordinating regional participation in all San Bernardino County Homeless Partnership and CoC activities;
4. Engaging a broad range of public and private stakeholders in regional planning and coordinated service delivery; and
5. Providing project funding priorities and recommendations for regionally funding resources, based on a project prioritization process.

The Regional Steering Committees will meet as many times as necessary to accomplish the assigned tasks stated in these rules and procedures. Committees will make available all meeting minutes for the ICH and public, and provide a summary of activities and other recommendations monthly or as requested by the ICH. Each Regional Steering committee may create subcommittees to focus on specific issues, challenges, or projects related to the committee's assigned tasks.

### **Membership**

Committee membership will include relevant CoC members and other interested stakeholders or relevant experts. Each Regional Steering committee is open to all agencies or municipalities interested in addressing homelessness in one of the five regions. For the purposes of conducting business and maintaining a quorum, each region will be composed of a minimum of six (6) or a maximum of twenty (20) voting delegates. There must be a minimum of one (1) non-governmental seat for every government seat on each committee and voting delegates must represent a governmental or community-based organization located within the region.

Each Regional Steering committee will be composed of two (2) co-chairs, one HPN individual elected by the HPN to represent the homeless service providers, and one appointed by the City Select committee to represent their region on ICH. In addition, each Regional Steering committee will appoint a Secretary to be responsible for preparing agendas, invitations, draft recommendations and reports for meetings in consultation with the OHS.

The election of the remaining eighteen (18) voting regional delegates will be voted on individually using the following procedures:

- The first nominee receiving a majority of votes cast will be declared duly elected to fill the position.
- If no nominee receives a majority vote on any vote, then the lowest vote receiver and anyone not receiving a vote will be dropped from the next ballot until a nominee receives a majority.
- After a position is filled, nominations will again be requested for the next position until all eighteen (18) elected regional voting delegates have been filled.
- No two elected regional delegates may come from the same agency or affiliated agency.

All participants of each Regional Steering committee may vote for the delegates who will be voting on their behalf as part of each committee. Each of the eighteen (18) voting delegates shall serve a term not to exceed two (2) years. Elections will occur biennially.

### **Meetings**

Each Regional Steering committee shall convene regular monthly meetings. Each meeting of the Regional Steering committee shall be held at a date and location, fixed by the Committee at its previous session, and preceding meetings of the ICH when such meetings are scheduled at an appropriate time.

Ad hoc meetings may be convened by either co-Chair:

1. When the majority of voting delegates make a request for such a meeting;
2. At the request of the ICH when circumstances demand; and
3. Via internet/teleconference if so agreed by a simple majority of delegates, in accordance with the Brown Act.

In addition to exercising the powers conferred upon them elsewhere by these rules, either co-Chair shall declare the opening and closing of each meeting of the Regional Steering committee, shall direct the discussion, ensure the observance of these rules, and shall accord the right to speak, and announce decisions. The Chairperson may also call a speaker to order if their remarks are not relevant to the subject under discussion.

Records of the meetings of the Regional Steering committee shall be kept by the Secretary and shared with the Office of Homeless Services secretary to be made available to the ICH Board. 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.