



**Office of Homeless Services**  
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## Special Meeting of the: Bylaws and Membership Committee

**Meeting date, time, and place**      Date: **August 13, 2025**  
Time: **10:00 – 11:30 a.m.**  
Location: **Program Development Division (Conference Room B)**  
**825 E. Hospitality Lane, San Bernardino, CA 92415**

Bylaws & Membership Committee (Committee) members must attend the meeting in person.

The public may observe the meeting online at:

[Join the meeting now](#)

Meeting ID: 274 677 618 058 5 \*\*\* Passcode: wE2uq2do

+1 661-568-6806,,501991199# \*\*\* Phone conference ID: 501 991 199#

**Note: Please remember to MUTE your phones. DO NOT place this call on hold should you get another call. Hang up and then rejoin the meeting**

To address the Committee regarding an item on the agenda, or an item within its jurisdiction but not on the agenda, please complete and submit a Public Comment Request form or if you are joining us virtually, indicate by typing “Public Comment” in the chat box. Requests must be submitted before the item is called for consideration. Speakers may address the Committee for up to three (3) minutes total on the Consent agenda, up to three (3) minutes on each item on the Discussion agenda, and up to three (3) minutes total on Public Comment.

<b>Call to Order</b>	Chair or Designee will call the meeting to order	10:00 – 10:10 am
<b>Invocation/ Pledge</b>	Chair or Designee will lead the Invocation and Pledge of Allegiance	
<b>Introductions</b>	Chair or Designee will lead the Roll Call of the Committee Members	

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

<b>Public Comment</b>	Any member of the public may address the Committee on any matter not on the agenda that is within the subject matter jurisdiction of the Committee.	
<b>Item No.</b>	<b>Consent</b>	
1	Approve Minutes from June 12, 2023, Bylaws and Membership Committee Meeting  – Jessica Alexander, Chair	10:10 – 10:15 am  Pgs 3 – 12
<b>Item No.</b>	<b>Discussion/Action Item/Deferred Items</b>	
2	Receive nomination of up to two (2) members, to be elected to join the Bylaws and Membership Committee.  – Jessica Alexander, Chair	10:15 – 10:30 am

3	Receive report regarding the grievance filed by Sharon Green on July 14, 2025, regarding governance structure and consider merits of conducting a future violation hearing in accordance with Chapter 9 of the Governance Charter.  – Jessica Alexander, Chair	10:30 – 10:50 am  Pg. 13
4	Receive report regarding the grievance filed by Sharon Green on August 4, 2025, regarding action on Victor Valley Family Resource Center’s HHAP-3 funding award and consider merits of conducting a future violation hearing in accordance with Chapter 9 of the Governance Charter.  – Jessica Alexander, Chair	10:50 – 11:10 am  Pg. 14
5	Set the date, time, and location for the next Bylaws and Membership Committee meeting.  – Jessica Alexander, Chair	11:10 – 11:20 am
<b>Committee Member Comments</b>		
	Individual committee member comments. Each member is given 3-minutes to make comments.	11:20 – 11:30 am
<b>Adjournment</b>		11:30 am
Next Committee Meeting	TBD	

*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 BYLAWS AND MEMBERSHIP COMMITTEE MEETINGS ARE 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) 501-0610 AND THE OFFICE IS LOCATED AT 560 E. HOSPITALITY LANE, SUITE 200, SAN BERNARDINO, CA 92408-0044. <https://sbchp.sbcounty.gov/>  
AGENDA AND SUPPORTING DOCUMENTATION CAN BE OBTAINED AT 560 E. HOSPITALITY LANE, SUITE 200, SAN BERNARDINO, CA 92408-0044.



## Minutes for San Bernardino County Homeless Partnership Bylaws & Membership Committee Special Meeting

June 12, 2023

10:30 am – 12:00 pm

Program Development Division (Conference Room B)  
825 E. Hospitality Lane, San Bernardino, CA 92415

**Minutes Recorded and Transcribed by Joy Woodard, Secretary II, Office of Homeless Services**

TOPIC	PRESENTER	ACTION
Call To Order	Jessica Alexander, Chair	<ul style="list-style-type: none"> <li>The Special meeting was called to order at 10:38 a.m.</li> </ul>
Introductions	Jessica Alexander, Chair	<ul style="list-style-type: none"> <li>The following Bylaws &amp; Membership committee members or their alternates were present for the meeting: <ul style="list-style-type: none"> <li>Jessica Alexander, Mike Jones, Paul Fournier, Gabriel Fondario, Sharon Green</li> <li>Absent: None</li> </ul> </li> </ul>
PUBLIC COMMENT	PRESENTER	ACTION/OUTCOME
	Jessica Alexander, Chair	<ul style="list-style-type: none"> <li>No Public Comments were made.</li> </ul>
CONSENT	PRESENTER	
Approve Minutes of the June 1, 2023, Bylaws & Membership Committee Meeting	Jessica Alexander, Chair	<p>The Chair requested a motion to be made for the consent calendar portion of the agenda.</p> <ul style="list-style-type: none"> <li>Sharon Green requested the minutes to be amended as follows: “Sharon Green: The terms will continue as HPN or CoC.”</li> </ul> <p>No discussion ensued.</p> <p>The Chair requested a motion to be made including the amended changes to the consent calendar.</p> <p>Paul Fournier made a motion to approve the consent calendar with the amendment and was second by Sharon Green.</p> <ul style="list-style-type: none"> <li>A vote was taken: 5 members were in favor: Jessica Alexander, Paul Fournier, Mike Jones, Gabriel Fondario and Sharon Green</li> <li>0 members were opposed.</li> </ul> <p>The motion was approved.</p>
DISCUSSION	PRESENTER	ACTION/OUTCOME
Appointment of New Members	Jessica Alexander, Chair	<p>The Chair stated that the new members were not present at the meeting. Mrs. Alexander stated that the Town of Yucca Valley had a representative that wanted to join the committee and Zelda Pacheco from Family Assistance Program wanted to join the committee.</p> <ul style="list-style-type: none"> <li>Jessica Alexander- Asked Dr. Pat Leslie if she could explain how she will collaborate with Zelda Pacheco to help her understand the work the committee does and how important it is for the youth grant that youth member be involved in decision making.</li> </ul>

		<ul style="list-style-type: none"> <li>Pat Leslie- Stated she will be holding special office hours this week and invited Zelda Pacheco to attend to ask questions to understand how governance operates and the importance of the Committee and its structure.</li> <li>Paul Fournier- Asked if the committee is supposed to be comprised of the five regions plus the youth.</li> <li>Jessica Alexander- Informed that there is no requirement that it be comprised of that matrix, but they're making best efforts to do this with all of the committees.</li> <li>Paul Fournier- Asked if the committee does end up with six members on the board how will sides be resolved.</li> <li>Jessica Alexander- Stated that the goal would be seven members.</li> </ul> <p>With no further discussion the Chair closed this item.</p>
Review and Recommend Changes and/or Additions to the ICH Bylaws	Jessica Alexander, Chair	<p>The Chair recognized Public Comments from:</p> <ul style="list-style-type: none"> <li>Don Smith (Public Comment)</li> </ul> <p>The Chair closed Public Comment.</p> <p>The Committee discussed the following recommended changes/edits to the ICH Bylaws.</p> <p><b>1. Article IV <u>Membership</u>, section A. ICH Membership Composition</b></p> <p>The ICH membership shall be composed of no more than 19 <del>member</del>-Members.</p> <ol style="list-style-type: none"> <li><del>Two (2)</del>One (1) <del>member</del>-Members from the San Bernardino County Board of Supervisors <del>or designee</del>;</li> <li><del>One (1) member</del>-Member from the San Bernardino County Board of Supervisors <del>or designee</del>;</li> <li>City Representative (West Valley Region)</li> <li>City Representative (Central Valley Region)</li> <li>City Representative (East Valley Region)</li> <li>City Representative (Desert Region)</li> <li>City Representative (Mountain Region)</li> <li><del>Representative from the</del> San Bernardino County Law &amp; Justice Group</li> <li>San Bernardino County Superintendent of Schools or designee</li> <li><del>Deputy Executive Officer</del> Director of, Community Development &amp; Housing Agency</li> <li><del>Assistant Executive Officer</del> San Bernardino County <del>of</del> Human Services Representative<sup>1</sup></li> </ol> <p>Footnote: County suggested edit: This member shall represent all agencies in the San Bernardino County Human Services Group and may be filled by an Executive Officer overseeing the San Bernardino County Human Services group or a Director of any of the following San Bernardino County Departments: Aging and Adult Services, Child Support Services, Children and Family Services, Preschool Services, Public Health, Transitional Assistance, and Veteran's Affairs.</p> <ol style="list-style-type: none"> <li>Director of the Department of Behavioral Health</li> <li>Director of the Housing Authority of the County of San Bernardino</li> <li>Homeless Provider Network (West Valley Region)</li> <li>Homeless Provider Network (Central Valley Region)</li> <li>Homeless Provider Network (East Valley Region)</li> <li>Homeless Provider Network (Desert Region)</li> <li>Homeless Provider Network (Mountain Region)</li> <li>Youth With Lived Experience of Homelessness<sup>2</sup></li> </ol>

Footnote: **With a preference for Transition Aged Youth as recommended by the Youth Advisory Board.**

- Kristin Stevens- Stated that the Children's Network is the main change and where it states may be filled in by an executive officer or director overseeing San Bernardino County Human Services.
- Mike Jones- Asked about the wording on the footnote about the preference for transition aged youth as recommended by the Youth Advisory Board (YAB).
- Paul Fournier- Stated that he wanted to make sure that it meets the HUD requirements as well as the desires of the committee.
- Sharon Green- Stated that she believed that the recommendation was for transition aged youth.
- Jessica Alexander- Stated that number nineteen is just the title Youth with Lived experience of homelessness, and a footnote to clarify that with that position there is a preference for transition aged youth as recommended by the YAB. Mrs. Alexander stated that they wouldn't be bound to that but stating a preference. Mrs. Alexander stated her concern with putting person with lived experience of homelessness and expressing a preference it wouldn't mean that they would be putting a youth there.
- Mike Jones- Stated that they were putting off finishing this document until the governance charter is redone and it will have the recommendations of HUD. Mr. Jones stated they may potentially add a couple of positions to the ICH board which may include somebody with lived experience of homelessness that is not necessarily a youth.
- Jessica Alexander- Stated leaving it as it is changed today and adding as data comes back to the committee about the separation for youth with lived experience and a person with experiences is the way to proceed in the future. Mrs. Alexander informed that the board matrix was sent out last week. Mrs. Alexander asked Dr. Pat Leslie if she already received feedback from the matrixes.
- Pat Leslie- Stated she did receive about six responses back so far.
- Jessica Alexander- Stated that although they agree that they need to add a separate seat for a homeless person with lived experience, they need to let the consultants get the committee through the process before they start adding or taking away seats. Mrs. Alexander stated the main reason is to let the data and the information that is collected to guide them rather than randomly choose.
- Gabriel Fondario- Asked what the age limit is when they are not considered youth anymore.
- Mike Jones- Informed the age is twenty-five.
- Sophie Curtis- Asked if the committee wanted to add a youth member to the list and if it beneficial for the HUD application.
- Pat Leslie- Answered that it would help with the HUD application.
- Mike Jones- Suggested persons or individual with lived experience to cover both.
- Sophie Curtis- Stated she would defer to Dr. Leslie, but it seems like if they are describing the membership of the ICH in the paragraph and omitting youth and then have it in the back, it wouldn't be harmful to reiterate it.
- Pat Leslie- Stated that what HUD is looking for is to ensure that the structure includes youths, particularly the YAB so that is why they had recommended that the YAB be the point of reference or recommendation for the youth. Dr. Leslie stated that the youth seat clearly spells out as part of the structure is what HUD is looking for.

The Committee discussed the following recommended changes/edits to the ICH Bylaws.

**1. Article IV Membership, section B. Membership Application and Approval 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~~ Applications for ICH membership shall be reviewed by the Bylaws and Membership Committee within ~~two (2) weeks~~ thirty (30) days of receipt the application due date. The Bylaws and Membership Committee will recommend candidates for appointment to the ICH at the next regular ICH meeting after reviewing following the Bylaws and Membership Committee's the review of 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 ICH meeting at which the approval of new ~~member~~ Members will occur.

- Paul Fournier-Asked is there any way of changing the verbiage of the Bylaws and membership committee meet within thirty days of the application due date.
- Sophie Curtis-Stated they are synonyms and would refer to the committee.
- Paul Fournier- Stated it could be within thirty days following the application due date.

### 3. Article IV Membership, section D. Membership Responsibilities

All Designated Members are expected to attend all ICH meetings. Except for the HPN Regional Committee Chair ~~AA~~Alternate Members shall not attend more than three (3) regularly scheduled ICH meetings each calendar year without Chair approval. ~~The Chair may approve Alternate Member attendance at more than three (3) regularly scheduled ICH meetings in a calendar year in the following instances: Designated Member illness, illness of immediate family member of a Designated Member, or other documented emergency circumstances in which regular attendance is rendered infeasible.~~ Designated Member absences will be noted in the minutes. O Designated Member responsibilities may include:

- Paul Fournier- Requested clarification on why the HPN regional committee was excluded.
- Jessica Alexander-Stated that the alternates in that case would automatically serve, because they already had a back up plan if they couldn't make it.
- Sophie Curtis- Stated that on page thirteen, the language was changed to specified, should a vacancy occur in an HPN regional committee chair position, the alternate member defined below shall represent the region until a new chair is elected by the regional membership. Mrs. Curtis stated that the thought was that the three-meeting rule might not be feasible or might not work well for the HPN committees.
- Jessica Alexander-Stated she thinks that it should be removed.

### 3. Article IV Membership, section B. Membership Vacancies

~~The ICH will establish an ad hoc Application Review Committee as needed to review applications and develop a screening process. The Application Review Committee~~ Applications for ICH membership shall be reviewed by the Bylaws and Membership Committee within ~~two (2) weeks~~ thirty (30) days of receipt the application due date. The Bylaws and Membership Committee will recommend candidates for appointment to the ICH at the next regular ICH meeting after reviewing following the Bylaws and Membership Committee's the review of 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

		<p><u>the next regularly scheduled ICH meeting at which the approval of new <del>member</del>Members will occur.</u></p> <ul style="list-style-type: none"> <li>• Jessica Alexander- Stated there was a question or change about assignment versus appointment. Mrs. Alexander stated it depends on who the member is because if it were a city, it would go back to the City Select Committee and if it was youth then it would go back to this committee.</li> <li>• Sophie Curtis- Asked if the City Select process contemplate a declared vacancy in that position or can the chair choose.</li> <li>• Jessica Alexander- Stated that there are not any procedures for that right now and if the city resigned it would go back to the City Select Committee. Mrs. Alexander stated it would be a vacancy after three meetings.</li> <li>• Kristen Stevens- Asked it would be after three meetings and haven't received a response within thirty days.</li> <li>• Jessica Alexander- Stated it goes to the City Select Committee first and then if they decide not to appoint someone, then it goes to the member at large and then the group would review that.</li> <li>• Kristen Stevens- Stated the City Select Committee will call a special meeting if they need to fill a seat.</li> <li>• Jessica Alexander- Asked Sophie Curtis that because it is still an approval process, how should they proceed or what recommendation should be made.</li> <li>• Sophie Curtis- Read the proposed line as, "If the chair does not receive a written response within thirty calendar days, then the chair may ask that new designated member be approved pursuant to article 4a or B above as applicable.</li> <li>• Gabriel Fondario- Asked if criteria can be defined as youth from age eighteen to twenty-four.</li> <li>• Sophie Curtis- Stated that it would be done through the committee section of the governance charter, which will be discussed in the rules and procedures.</li> <li>• Jessica Alexander- Asked Sophie Curtis if with small changes can it be brought to ICH or do they need another meeting.</li> <li>• Sophie Curtis- Stated she has all the feedback and proposed changes so it would be up to the committee to vote today.</li> </ul> <p>The Chair asked for a motion to accept the changes and make these recommendations to the ICH board for approval.</p> <p>Mike Jones made a motion and was second by Sharon Green.</p> <ul style="list-style-type: none"> <li>• A vote was taken: 5 members were in favor: Jessica Alexander, Paul Fournier, Mike Jones, Gabriel Fondario and Sharon Green</li> <li>• 0 members were opposed.</li> </ul> <p>The motion was approved.</p> <p>With no further discussion the Chair closed this item.</p>
Review and Recommend Changes and/or Additions to the ICH Rules & Procedures	Jessica Alexander, Chair	<p>The Chair stated that the Rules and Procedures will not be on the ICH agenda this month and another meeting will be necessary to complete it, but the committee will begin to work on it at this meeting.</p> <p>The Chair recognized Public Comments from:</p> <ul style="list-style-type: none"> <li>• Don Smith (Public Comment)</li> </ul> <p>The Chair closed Public Comment.</p>



## STRUCTURE

Standing cCommittee meetings shall be conducted in accordance with the Brown Act.- ~~All Standing committee meetings shall have an agendas that will~~shall be posted on the San Bernardino County Homeless Partnership website in advance of the meeting.

All Standing Committees will have a designated time on the agenda for public comment. If ~~the a standing or ad hoc~~ 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-~~ Standing and ad hoc committees shall create and maintain a A-meeting summary should be kept to the extentto 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 standing or ad hoc committee wishes to request a meeting that is not regularly scheduled, ~~thate~~ committee chair must consult with OHS staff on room availability and support staff. Meeting notices shall be distributed through OHS.

- Jessica Alexander- Stated that if anyone has changes for the committee to consider it would be helpful to submit them before the meeting. Mrs. Alexander asked Sophie Curtis to go through the changes and recommendations.
- Sophie Curtis- Stated that the baseline changes was to better distinguish the difference between standing and ad hoc committees. Mrs. Curtis stated that under duties and responsibilities the ICH standing space shall have the power, duty, and responsibility to is because the ad hoc committees have duties and responsibilities that are assigned by the chair or by the ICH. Mrs. Curtis stated that the committee rules and procedures won't necessarily call out the duties and responsibilities because they change on an ad hoc basis. Mrs. Curtis stated that standing committees shall be conducted in accordance with the Brown Act. Mrs. Curtis stated she struck seating for the public will be provided in an area of the meeting room from that of the committee members is because now that we're doing a hybrid approach, she didn't want it to require the committees to provide a specific meeting space in the room fir the public if they are allowed to participate virtually.
- Paul Fournier-Asked if there were a controversial topic what could be foreseen going wrong in a situation like that.
- Sophie Curtis- Stated the Brown Act requires that there will be seating provided and attendance can be made virtually which will provide the public the opportunity to observe the meeting and participate in the meeting. Mrs. Curtis stated that even with a controversial topic the meeting will still be held to the Brown Act where the public can observe the meeting and provide public comment.
- Jessica Alexander-Stated that when there is an issue that may draw more attendance there is work done at the planning level to make sure the right size room is available to accommodate as many people as possible.
- Sophie Curtis- Stated she removed the term discretionary special ad hocs because it doesn't make a difference because they are not referenced in the Brown Act. Mrs. Curtis stated the use of the term discretionary or special didn't have a legal distinction. Mrs. Curtis informed that she added Grant Review Committee because that was an action that was taken by the ICH. Mrs. Curtis suggested that adding sections would be helpful for referencing purposes.
- Jessica Alexander- Stated that she is not aware of the purpose of some of the standing committees.



		<ul style="list-style-type: none"> <li>• Sophie Curtis- Asked if part of the CoC governance review process is going through the list of the committees and identifying those that are required.</li> <li>• Dr. Pat Leslie- Stated that part of the governance review process will be to look at the standing and ad hoc committees.</li> <li>• Jessica Alexander- Stated that the Outreach and CES Committee was given an oversight element which expanded the roles of that committee that was created by the ICH resolution that was approved back in February. Mrs. Alexander suggested that the name of the committee should probably change as a result of the responsibilities that were added. Mrs. Alexander stated there was discussion at the committee level about if they should also take on the role of oversight for HMIS because it's all in the data. Mrs. Alexander stated she thinks there should be two separate committees, one for outreach and one for oversight. Mrs. Alexander stated that with recommendations given to Dr. Pat Leslie the committee can separate the committees they don't need and engage people from the CoC to be on the committee.</li> <li>• Mike Jones-Asked if there is a difference between Youth Advisory Board (YAB) and Homeless Youth Task Force.</li> <li>• Jessica Alexander- Stated she spoke with Brenda Dowdy about the Homeless Youth Task Force and it about departments getting together that serve youth to discuss how they can better serve the youth, but the YAB is the youth which is talking and making decisions for themselves. Mrs. Alexander stated each committee should have outcomes and goals.</li> <li>• Paul Fournier-Stated on the emergency preparedness he would like to see something about assurance of resources.</li> <li>• Mike Jones- Stated that maybe homework should be done on what kind of committees should exist and with Dr. Leslie's help look at some CoCs nationally for reference.</li> <li>• Jessica Alexander-Stated that there have been suggestions that the standing committees need to be limited to the business committees that need to meet in person.</li> <li>• Mike Jones- Stated we need to have committees that are impactful so with Dr. Leslie's help the committee can clean up the list.</li> <li>• Jessica Alexander- Stated that the committee needs to address the Grant Review Committee.</li> <li>• Sharon Green-Stated the recommendation of having a Grant Review Committee was because they were looking at funds being taken and there wasn't any oversight or correction process to help people get to where they need to be with funding. Mrs. Green stated the commit was to follow up with organization that had been designated funding and make sure that they were in alignment with the funding.</li> <li>• Jessica Alexander- Stated that committee should meet at least twice a year and provide technical assistance to the CoC organizations that received HUD funding through the CoC competition.</li> <li>• Mike Jones- Stated the Maricopa's CoC Grant Review Committees responsibilities are to rank and review committee funding committee and ensures that objective review of performance metrics and seeks to maximize head COC funding through rating and review projects recommended for funding. Mr. Jones stated they also analyze the CSC portfolio of interventions to restructure resources and order to meet regional needs and provide those recommendations to the board meets intermittently when the notice of funding opportunity is being prepared.</li> <li>• Paul Fournier- Asked if that is additional or replacement of what is already written for the Grant Review Committee.</li> <li>• Jessica Alexander-Stated it would be additional.</li> <li>• Kristen Stevens- Asked when it states provide technical assistance, are the committees providing the assistance or providing them the link to the HUD technical assistance to provide technical support.</li> <li>• Jessica Alexander- Stated the consultants should be at the review meeting or sending it to consultants to get that assistance. Mrs. Alexander stated that the resources need to be given to them.</li> <li>• Paul Fournier- Asked about the funding that comes from state versus federal.</li> <li>• Jessica Alexander- Stated there is a different process which the regions decide where the money goes. Mrs. Alexander stated that HHAP is supposed to be more of a community process to make decisions regionally with the CoC money.</li> <li>• Pat Leslie- Stated in the regulations the CoC is responsible for reviewing the performance of all the projects that are</li> </ul>
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		<p>submitted under the regional application even if they're direct to the different grantee and take action against poor performers. Dr. Leslie state that there is a much different requirement from HUD for the CoC rating and review process of the applicants of the CoC competitive grant, but it does have language about the CoC's oversight and responsibility as well.</p> <ul style="list-style-type: none"> <li>• Sophie Curtis- Stated she was wondering on the timing of this because they are going to need Dr. Leslie's assistance on drafting the scope of the Grant Review Committee.</li> <li>• Jessica Alexander- Asked if there is anything urgent that they couldn't wait for.</li> <li>• Sophie Curtis- Stated her only fundamental change would be to change the definition of quorum. Mrs. Curtis stated that was the one legal issue and everything else on her side was cleanup. Mrs. Curtis referenced page thirty and stated previously a quorum was defined as one third of total committee members. Mrs. Curtis stated that for public entities that are subject to the Brown Act, the Brown Act is only going to trigger when there is a majority of committee members present therefore a quorum can only exist when there is a majority of committee members present. Mrs. Curtis suggested that they revise a quorum consistent with the Brown Act to constitute a majority of total committee members.</li> <li>• Paul Fournier- Asked if the majority is fifty percent plus one.</li> <li>• Sophie Curtis- Confirmed yes.</li> <li>• Jessica Alexander- Asked if they could make that change and implement it right now and work on the rest later.</li> <li>• Sophie Curtis- Stated it is not critical as long as the meetings are in accordance with that requirement.</li> <li>• Jessica Alexander- Recommended that a motion to refer this all to Dr. Leslie to bring back once she integrates it into her process.</li> </ul> <p>The Chair asked for a motion to refer the rules and procedures to the consultants and the ad hoc governance committee work on.</p> <p>Mike Jones made a motion and was second by Sharon Green.</p> <ul style="list-style-type: none"> <li>• A vote was taken: 5 members were in favor: Jessica Alexander, Paul Fournier, Mike Jones, Gabriel Fondario and Sharon Green</li> <li>• 0 members were opposed.</li> </ul> <p>The motion was approved.</p> <ul style="list-style-type: none"> <li>• Paul Fournier- Asked what is the right to complain.</li> <li>• Sophie Curtis- Stated she does not know what that means. Mrs. Curtis stated the public has the right to file a notice that there was a failure to comply with the Brown Act. Mrs. Curtis stated there was no description of what happens once the committee gets a complaint.</li> <li>• Jessica Alexander- Stated that complaints should go to the ICH and not a committee.</li> <li>• Paul Fournier- Stated he doesn't want the right to complain disappear.</li> <li>• Sophie Curtis- Stated there is still a grievance form in the governance document that will be filed with OHS, but she just doesn't think it needs to be in the committee document.</li> <li>• Sharon Green- Stated that grievances and complaints should probably remain with the ICH.</li> <li>• Jessica Alexander- Stated the ICH ultimately has the oversight of the committees.</li> <li>• Sophie Curtis- Stated to address the concern it can say that complaints may be filed in writing or presented verbally to the ICH to the process that's referenced otherwise in the governance charter.</li> <li>• Jessica Alexander- Thanked Sophie Curtis for her help and attention to the matters, Kristin Stevens for bringing forward the changes and suggestions by the County of San Bernardino, Dr. Pat Leslie for looking at the Bylaws and making</li> </ul>
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		<p>comments, Don Smith for participating and for bringing recommendations and changes, and everyone for their time.</p> <p>With no further discussion the Chair closed this item.</p>
Set date, time, location for the next Bylaws and Membership Committee meeting.	Jessica Alexander, Chair	<p>Chair opened item for discussion:</p> <ul style="list-style-type: none"> <li>• Committee members discussed having a meeting in August.</li> <li>• Dr. Pat Leslie- Stated that August seems like an appropriate time for governance to bid the governance ad hoc committee to give the committee their feedback.</li> </ul> <p>The Chair requested that a motion be made to set the date of August 28, 2023, at 10:30 am for the next Bylaws and Membership Committee meeting with the assistance of OHS to secure a location.</p> <ul style="list-style-type: none"> <li>• A vote was taken: 5 members were in favor: Jessica Alexander, Paul Fournier, Mike Jones, Gabriel Fondario and Sharon Green</li> <li>• 0 members were opposed.</li> </ul> <p>The motion was approved.</p> <p>With no further discussion the Chair closed this item.</p>
<b>COMMITTEE ROUNDTABLE</b>	<b>PRESENTER</b>	
	Jessica Alexander, Chair	<p>The Chair opened the floor for comment to the Committee Members.</p> <p>With no further business, chair closed roundtable.</p>
<b>Adjournment</b>		<ul style="list-style-type: none"> <li>• Being no further business, the meeting was adjourned at 12:04 p.m.</li> </ul>
<b>Next Meeting</b>		<p>The next Bylaws &amp; Membership Committee Special Meeting will be held on:</p> <p style="text-align: center;"><b><u>Monday, August 28, 2023</u></b>  <b><u>10:30 am – 12:00 pm</u></b>  <b><u>Address: Program Development Division (Conference Room B)</u></b>  <b><u>825 E. Hospitality Lane, San Bernardino, CA 92415</u></b></p>

Office of Homeless Services  
560 E. Hospitality Lane, Suite 200 • San Bernardino, CA 92408  
Phone: (909) 501-0610 • Fax: (909) 501-0622  
Email: [homelessrfp@hss.sbcounty.gov](mailto:homelessrfp@hss.sbcounty.gov) • Website: <https://sbchp.sbcounty.gov/>

Attendees on June 1, 2023 • Interagency Council on Homelessness – ByLaws & Membership Committee Meeting				
LAST NAME	FIRST NAME	ORGANIZATION	PHONE NUMBER	EMAIL
ALEXANDER	DIANA	ICH Assistant Executive Officer		<a href="mailto:diana.alexander@cao.sbcounty.gov">diana.alexander@cao.sbcounty.gov</a>
ALEXANDER	JESSICA	Operation Grace	909-382-8540	<a href="mailto:pastoriessicaalexander@gmail.com">pastoriessicaalexander@gmail.com</a>

CURTIS	SOPHIE	ICH Counsel		
FOURNIER	PAUL	Mountain Homeless Coalition		<a href="mailto:paul.fournier@lsssc.org">paul.fournier@lsssc.org</a>
GREEN	SHARON	Victor Valley Family Resource Center	760-669-0300	<a href="mailto:sgreen@vvfrc.com">sgreen@vvfrc.com</a>
LESLIE	PAT	Governance Ad Hoc Committee- Consultant		<a href="mailto:lesliepat606@gmail.com">lesliepat606@gmail.com</a>
JONES	MIKE	Deputy Sheriff HOPE Team		<a href="mailto:mjones@sbcasd.org">mjones@sbcasd.org</a>
STEVENS	KRISTIN	Office of Homeless Services	909-501-0644	<a href="mailto:kristin.stevens@hss.sbcounty.gov">kristin.stevens@hss.sbcounty.gov</a>

\*Please note we do not list attendance of members of the public that joined\*

## Grievance Form

### Instructions:

If you have a complaint/grievance that you would like to file regarding the violation of the ICH Governance Charter Code of Conduct or Conflict of Interest please complete the following form. The complaint/grievance will be investigated and a response will be provided within 20 business days of Bylaws and Membership Committee's final decision.

<b>Name of Person Making Complaint:</b>	<b>Sharon Green</b>	<b>Date of event(s):</b>	<b>7/14/2025</b>
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<b>Statement of Complaint</b> – Please provide details of the situation and complaint including any of the specific dates of appointment, conversations or actions involved by the Member of the Interagency Council on Homelessness (ICH). (If more space is needed, continue to the back of the form or attach another document.)
I am writing to formally express my concerns regarding the current actions and governance structure of our Continuum of Care (CoC) Board. In accordance with our Governance Charter, matters of this nature should be addressed to the CoC Chair. However, at this time, there is no duly elected Chair, Vice-Chair, or Secretary—positions that are required to be filled through a vote of the full CoC membership. This absence of elected leadership raises serious concerns about transparency, accountability, and compliance with the Governance Charter. I respectfully request that immediate steps be taken to address this leadership gap and ensure that the CoC operates in accordance with its established policies and procedures.

<b>May we contact you for further information?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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<b>If yes, please provide contact information:</b>	
a. Primary Phone Number (if available)	
b. Email Address (if available)	
c. Address (if available)	
d. Secondary Phone Number	
<b>What is the best method to contact you?</b> <input checked="" type="checkbox"/> Phone Call <input type="checkbox"/> Text <input type="checkbox"/> Email	
<b>Signature of Person Making Complaint:</b>	<b>Date:</b>
<i>Dr. Sharon Green</i>	<b>7/29/2025</b>

This form can be submitted to Joy Woodard, Office of Homeless Services Executive Administrative Assistant

- a. Email to: ohs@hss.sbcounty.gov
- b. Mail to: Office of Homeless Services, 560 E. Hospitality Lane Suite 200, San Bernardino, CA 92408-0044

## Grievance Form

### Instructions:

If you have a complaint/grievance that you would like to file regarding the violation of the ICH Governance Charter Code of Conduct or Conflict of Interest please complete the following form. The complaint/grievance will be investigated and a response will be provided within 20 business days of Bylaws and Membership Committee's final decision.

<b>Name of Person Making Complaint:</b>	Sharon Green	<b>Date of event(s):</b>	8-4-2025
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**Statement of Complaint** – Please provide details of the situation and complaint including any of the specific dates of appointment, conversations or actions involved by the Member of the Interagency Council on Homelessness (ICH). (If more space is needed, continue to the back of the form or attach another document.)

I am submitting this formal grievance to address the actions of the CoC Board Chair, Mr. Baca, who unilaterally rescinded Victor Valley Family Resource Center's (VVFRC) HHAP-3 funding award. This decision was made without placing VVFRC's request to amend our Scope of Work on the CoC Board agenda, as recommended by the High Desert Regional Steering Committee and in accordance with procedures outlined in the CoC Governance Charter. VVFRC made every effort to comply with the requirements and expectations communicated by the Office of Homelessness, including grant conditions under HHAP-3 and formal directives issued by the Community Development Department (CDH). The Board Chair's failure to follow the prescribed process undermines the governance framework established to ensure fairness, transparency, and regional input. While I initially submitted a version of this complaint on July 15, 2025, I acknowledge it was not filed on the official grievance form. Furthermore, as this complaint concerns the conduct of the Board Chair, the Governance Charter stipulates that such grievances must be submitted to the Vice Chair, not the Chair. I now recognize that sending the initial grievance directly to Chair Baca may have exposed VVFRC to retaliation or other adverse consequences. For your review and consideration, I have attached the original grievance dated July 15, 2025, which details our concerns regarding the Chair's actions and the resulting harm to VVFRC's standing and funding. I have attached the original grievance dated July 15, 2025, which details our concerns regarding the Chair's actions and the resulting harm to VVFRC's standing and funding.

**May we contact you for further information?** ☒ YES ☐ NO

**If yes, please provide contact information:**

a. Primary Phone Number (if available)	
b. Email Address (if available)	
c. Address (if available)	
d. Secondary Phone Number	

**What is the best method to contact you?** ☒ Phone Call ☐ Text ☐ Email

<b>Signature of Person Making Complaint:</b>	<i>Dr. Sharon Green</i>	<b>Date:</b>	8/4/2025
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- b. Mail to: Office of Homeless Services, 560 E. Hospitality Lane Suite 200, San Bernardino, CA 92408-0044