



Office of Homeless Services
 560 E. Hospitality Lane, Suite 200 • San Bernardino, CA 92408-0044
 Phone: (909)501-0610 • Fax: (909)501-0622
 Email: homelessrfp@hss.sbcounty.gov • Website: <https://sbchp.sbcounty.gov/>

Item No.	Discussion/ Action Item	
2	Appointment of New Members – Jessica Alexander, Chair	10:10 – 10:15 am
3	Review and Recommend Changes and/or Additions to the ICH Bylaws – Jessica Alexander, Chair	10:15 – 10:45 am
4	Review and Recommend Changes and/or Additions to the ICH Rules & Procedures – Jessica Alexander, Chair	10:45 – 11:15 am
5	Set date, time, location for the next Bylaws and Membership Committee meeting – Jessica Alexander, Chair	11:15 – 11:20 am
Committee Roundtable		
	Open to comments by the Committee Members	11:20– 11:45 am
Adjournment		
		11:45 am
Next Committee Meeting	TBD, 2023	

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 INTERAGENCY COUNCIL ON HOMELESSNESS MEETING FACILITY IS ACCESSIBLE TO PERSONS WITH DISABILITIES. IF ASSISTIVE LISTENING DEVICES OR OTHER AUXILIARY AIDS OR SERVICES ARE NEEDED IN ORDER TO PARTICIPATE IN THE PUBLIC MEETING, REQUESTS SHOULD BE MADE THROUGH THE OFFICE OF HOMELESS SERVICES AT LEAST THREE (3) BUSINESS DAYS PRIOR TO THE PARTNERSHIP MEETING. THE OFFICE OF HOMELESS SERVICES TELEPHONE NUMBER IS (909) 501-0610 AND THE OFFICE IS LOCATED AT 560 E. HOSPITALITY LANE, SUITE 200, SAN BERNARDINO, CA 92408. <https://sbchp.sbcounty.gov/>

AGENDA AND SUPPORTING DOCUMENTATION CAN BE OBTAINED AT 560 E. HOSPITALITY LANE, SUITE 200, SAN BERNARDINO, CA 92408.



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

May 11, 2023
 11:00 am – 12:45 pm
 Victorville City Hall – Conference Room A
 14343 Civic Drive, Victorville, CA 92392

Minutes Recorded and Transcribed by Elizabeth Pinedo, Office Assistant, Office of Homeless Services

TOPIC	PRESENTER	ACTION
Call To Order	Jessica Alexander, Chair	<ul style="list-style-type: none"> The meeting was called to order at 11:16 a.m.
Introductions	All	<ul style="list-style-type: none"> Introductions were made by all Interagency Council on Homelessness (ICH) Bylaws and Membership Committee Members. Committee Members in attendance: <ul style="list-style-type: none"> Jessica Alexander, Operation Grace Gabriel Fondario, City of Montclair- Homeless Outreach & Code Enforcement Mike Jones, SBC Sheriff's H.O.P.E Team Sharon Green, Victor Valley Family Resource Center
PUBLIC COMMENT	PRESENTER	ACTION/OUTCOME
	Jessica Alexander, Chair	<ul style="list-style-type: none"> No Public Comments were made.
CONSENT	PRESENTER	ACTION/OUTCOME
Review Bylaws and Membership Committee Member Roles & Responsibilities	Jessica Alexander, Chair	<p>The Chair went over the Committee Member Roles & Responsibilities, found in the ICH Committee & Regional- rules, policies, and procedures:</p> <p>The Bylaws and Membership Committee is a standing committee that is responsible for the ongoing review of the ICH Bylaws and the enhancement of ICH Member participation. To that end, the committee shall:</p> <ul style="list-style-type: none"> Review current ICH bylaws to identify and recommend changes to conform to current policies, procedures, best practices and rules of proper governance; Collaborate with the Chair and County Counsel to enhance understandability of the bylaws and to add necessary or remove unnecessary verbiage as needed; Develop membership policies and procedures, review strategies for recruitment of new ICH member individuals, and make recommendations for ICH membership. The committee will consider the following criteria when evaluating potential ICH Members: <ul style="list-style-type: none"> Commitment to ICH's vision and mission, Strong willingness to serve, and Capacity to be "ambassadors" for ICH and represent the organization as needed and desirable; Develop and implement strategies for welcoming new ICH members; and Develop and implement strategies for re-instating lapsed members. <p>Chair opened item for discussion:</p> <ul style="list-style-type: none"> Paul Fournier- Where can these rules, policies, and procedures be found for review. <ul style="list-style-type: none"> Jessica Alexander- Can be found on the SBC Homeless Partnership website: Interagency Council on Homelessness – Homeless Partnership (sbcounty.gov). Jessica noted that part of operating a CoC is to review the policies & procedures periodically. Have communicated some ambiguities with ICH Counsel, and Counsel

		<p>is aware and engaged in the process.</p> <p>With no further questions, Chair closed item for discussion.</p>
DISCUSSION	PRESENTER	ACTION/OUTCOME
<p>Appointment of New Member, Paul Fournier, Mountain Region Representative to the Bylaws and Membership Committee</p>	<p>Jessica Alexander, Chair</p>	<p>The Chair mentioned that ICH has taken a regional approach to appointing members to committees. In addition to making sure that committees are fair/ balanced and members able to fulfill required duties; there needs to be equal regional representation. The Bylaws & Membership Committee currently does not have representation from Morongo Basin or the Mountains. Mountains' region made a recommendation to appoint Paul Fournier-a Mountain resident, who does continued volunteer work with Mountain Homeless Coalition.</p> <ul style="list-style-type: none"> • Paul Fournier made no objection to being appointed to the Committee. All were in favor. None opposed or abstained. • The Chair welcomed Paul Fournier to the Bylaws & Membership Committee <p>Chair closed item for discussion.</p>
<p>Discuss the implementation of the Grant Review Committee as a Standing Committee to the Interagency Council on Homelessness (ICH) Board</p>	<p>Jessica Alexander, Chair</p>	<ul style="list-style-type: none"> • The Chair mentioned that there was no formal action taken to have the Grant Review Committee (GRC) as a Standing Committee. The Grant Review Committee reviews the United States Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Homeless Assistance Grant competition awards and meets with agencies to discuss their letters of intent to renew their applications through HUD. <ul style="list-style-type: none"> ○ By implementing the GRC as a Standing Committee, it will be subject to Brown Act requirements, allowing transparency to the public on the decisions made by the committee. ○ Had a discussion with the current GRC Chair which is also interested in implementing the GRC as a Standing Committee <p>Chair opened item for discussion:</p> <ul style="list-style-type: none"> • Don Smith (Public Comment): This has been a pain point in our system for many years, CoC GRC meetings were held privately, and minutes were not produced. An agreement was made that minutes would be shared and the HPN spent several months working through the process to adopt a resolution to implement the GRC as a Standing Committee but whoever was not responsible did not write the changes into the ByLaws. County Counsel advised, because changes were not written into ByLaws recognition was not credible even after proper documentation was provided. This is a great way to right a wrong and make sure recognition sticks. • Sharon Green- This is great time to start straightening out the issues in the ByLaws. Purpose of the GRC was to be able to hold awarded agencies accountable and is glad that item is back on the table. • Paul Fournier- If it allows for accountability and transparency, it is good in his book. • Gabriel Fondario- Was the GRC in effect the last time the HHAP was reviewed. <ul style="list-style-type: none"> ○ Jessica Alexander- HHAP is a state fund and ran through RSC. GRC reviews HUD competition grant funding. ○ Mike Jones- Committee has not met because COVID, HUD halted the funding, and have just funded the following year. ○ Jessica Alexander- GRC met on May 9th, 2023, and the Committee was providing technical assistance to the funded agencies. It is important to meet and be able to discuss and resolve issues to keep from having to give unspent money back. <ul style="list-style-type: none"> • A motion was made by Mike Jones and a second by Sharon Green. • A roll call vote was taken: 5 members were in favor: Jessica Alexander, Gabriel Fondario, Paul Fournier, Mike Jones, Sharon

		<p>Green.</p> <ul style="list-style-type: none"> 0 members were opposed or absent. <p>Motion was passed. The Chair mentioned that she spoke with Counsel, and that there is enough discretion in governing documents to be able to activate the committee immediately. If anything changes, the recommendation will be taken to the ICH board for adoption.</p> <p>The Chair mentioned that there is a conflict-of-interest policy in the governing documents, each member must fill out a conflict-of-interest form, distributed by the Office of Homeless Services, where members must recuse themselves if their agency is receiving state funds.</p>
<p>Discuss and Recommend Changes and/or Additions to the ICH Bylaws</p>	<p>Jessica Alexander, Chair</p>	<p>Chair opened item for discussion:</p> <ul style="list-style-type: none"> Don Smith (Public Comment): Stated that the memo with recommendations made to the ByLaws have been provided to the committee members; there is a Governance Committee that is working on charter. Mr. Smith mentioned that there has been challenges with having consistent representation around the table at the ICH meetings, currently anyone can represent the designated member organizations and recommendations provided to the ByLaws Committee members are designed to clarify membership roles & responsibilities. Recommendations call for member entity and organizations to, on an annual basis, identify in writing who their designated representative/alternate will be for the calendar year. Recommendations also clarifies positions and asks for restoration of positions to original intent; specifically: Community Development and Housing and Human Services. The Committee group discussed the following adjustments and additions to the Membership section, Article IV, of the Bylaws for the Interagency Council on Homelessness, in order to clarify the ICH Membership composition, designation of voting members and alternates and provisions to strengthen consistency in designated voting member participation: <ul style="list-style-type: none"> 1. Article IV <u>Membership</u>, section A. ICH Membership Composition “The ICH membership shall be composed of no more than 19 members.” <ul style="list-style-type: none"> a. Restore two Member positions to their original designation within the ICH Bylaws <ul style="list-style-type: none"> 9. Deputy Executive Officer Director of Community Development & Housing Agency or equivalent 10. Assistant Executive Officer Director of Human Services or equivalent* <i>*This member shall represent all agencies in the San Bernardino County Human Services Group and may be filled by an Executive Officer overseeing the HS Group or a Director from any of the following departments: Aging and Adult Services, Child Support Services, Children and Family Services, Children’s Network, Preschool Services, Public Health, Transitional Assistance, and Veteran’s Affairs. With the exception that Behavioral Health shall hold a separate seat on the ICH.</i> b. Clarify and/or correct the designation for the following Member positions <ul style="list-style-type: none"> 7. One (1) representative from the San Bernardino County Law & Justice Group 8. San Bernardino County Superintendent of Schools or designee 12. Director of the Housing Authority of San Bernardino County the County of San Bernardino 18. Homeless or Formerly Homeless Individual Youth with Lived Experience of Homelessness c. Clarify the designation of HPN representatives to the ICH <ul style="list-style-type: none"> The HPN Chair will automatically serve as the delegate members from his/her region. All other regions shall be represented by the HPN Regional Committee Chair or designee. Should a vacancy occur in a

Regional Committee Chair position, the designated ICH alternate shall represent the Region until a new Chair is elected by the Regional membership.

~~Should a HPN regional seat not be filled within (30) days of a vacancy, the seat will default to an at-large position from the same region, with said appointment being made by the ICH members.~~

2. Article IV Membership, section B. Membership Application and Approval Process

- a. Add new provisions to the beginning of section B requiring Member organizations to annually identify their designated voting representative to the ICH for the calendar year
 - All ICH Members identified above by position, organization, or region (hereafter referred to as Member) shall annually submit in writing the name of the individual designated to serve as their voting representative on the ICH for the calendar year, along with one (1) alternate representative, by no later than the first regularly scheduled meeting of the year. Designees recommended in lieu of the above-listed positions or representatives must comply with the application process.
 - Should a designated voting representative be unable to regularly attend ICH meetings, or otherwise unable to fulfill their role as an ICH voting representative, the Member shall have 30 days to submit the name of a new individual designated to serve as their voting representative for the rest of the calendar term.
- b. Clarify the Membership Application and Approval Process when applicable
 - Solicitation for ICH membership applications for unfilled positions, ~~when applicable~~, shall begin ~~no less than eight~~ **within four** weeks after the vacancy of an individual ICH member.
 - ~~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.~~ **Applications for ICH membership shall be reviewed by the Bylaws and Membership Committee.** ~~The Application Review~~ **Bylaws and Membership** Committee will recommend candidates for appointment to the ICH after reviewing the applications.

3. Article IV Membership, Section D. Membership Responsibilities

- a. Clarify the meeting attendance expectations for designated voting representatives
 - All ~~Members~~ **designated voting representatives** are expected to attend **all regularly** scheduled meetings **of the ICH Board**. **Voting Members may be represented by their identified alternate representative for no more than three (3) meetings during the calendar year.** Member absences will be noted in the minutes.

4. Article IV Membership, Section F. Membership Vacancies

- a. Clarify the Member vacancy provision

		<ul style="list-style-type: none"> 3. If a Member designated voting 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. <p>5. Article IX Agenda</p> <p>a. 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.</p> <ul style="list-style-type: none"> Kristin Stevens, Office of Homeless Services: Requested this item to be amended to fall alignment with accordance with the Brown Act. <p>6. Article V Officers</p> <p>a. 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.</p> <ul style="list-style-type: none"> Jessica Alexander: Language should clarify for member or designee should be able to serve in leadership role. <ul style="list-style-type: none"> Jessica Alexander made a motion for the changes discussed to be taken to ICH Counsel to draft changes for review by the Committee at the next meeting. Deputy Mike Jones second the motion. All were in favor. None opposed or abstained.
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"> Committee members discussed having the next meeting on June 1, 2023 at 10 am; with the assistance of OHS to secure a location in the Central Valley. All were in favor. None opposed or abstained.
COMMITTEE ROUNDTABLE	PRESENTER	
	Jessica Alexander, Chair	<p>The Chair opened the floor for comment to the Committee Members.</p> <ul style="list-style-type: none"> Jessica Alexander: Glad the Committee is coming together to discuss changes and believes it's the right time with the right individuals around the table.
Adjournment		<ul style="list-style-type: none"> Being no further business, the meeting was adjourned at 12:52 p.m.
Next Meeting		<p>The ByLaws & Membership Committee Meeting will be held on:</p> <p style="text-align: center;"><u>Thursday, June 1, 2023</u> <u>10:00 am – 11:45 am</u> <u>Address: Program Development Division (Conference Room B)</u> <u>825 E. Hospitality Lane, San Bernardino, CA 92415</u></p>

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Attendees on May 11, 2023 • Interagency Council on Homelessness – ByLaws & Membership Committee Meeting

LAST NAME	FIRST NAME	ORGANIZATION	PHONE NUMBER	EMAIL
ALEXANDER	JESSICA	Operation Grace	909-382-8540	pastorjessicaalexander@gmail.com
FONDARIO	GABRIEL	City of Montclair-Code Enforcement		gfondario@cityofmontclair.org
FOURNIER	PAUL	Mountain Homeless Coalition		paul.fournier@lsssc.org
GREEN	SHARON	Victor Valley Family Resource Center	760-669-0300	sgreen@vvfrc.com
JONES	MIKE	Deputy Sheriff HOPE Team		mjones@sbcasd.org
STEVENS	KRISTIN	Office of Homeless Services	909-501-0644	kristin.stevens@hss.sbcounty.gov

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