



San Bernardino County Homeless Partnership
Desert Regional Steering Committee Meeting

Tuesday, March 12, 2024, • 02:00 p.m. to 3:30 p.m.
Life Church 12199 Industrial Blvd.
Victorville, CA 92395

Topic: High Desert Regional Steering Committee Meeting
Time: Mar 12, 2024, 02:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83650898126?pwd=S2VoUVl2QVNuK09zc2Z2QkpINkhoQT09>

Meeting ID: 836 5089 8126

Passcode: 635089

**AGENDA: Regular Meeting of the
Desert Regional Steering Committee**

**THIS MEETING WILL BE CONDUCTED PURSUANT TO CALIFORNIA
GOVERNMENT CODE SECTION 54953(e)**

OPENING REMARKS	PRESENTER
A. Call to Order (3 minutes) B. Pledge of Allegiance/Invocation C. Welcome and Introductions (10 minutes) D. Protocols	Sharon Green Designee Board Members Sharon Green
PUBLIC COMMENTS	
Open to the public for comments. Members of the public wishing to address the Regional Steering Committee Board will need to submit a request to speak before the time the Chair calls for public comment. The public can submit a <i>Public Comment Request form</i> or if virtual by typing in the <i>chat box</i> that you have a public comment. The Chair will call on you in the order that the requests are received. Once your name has been called, please stand, or unmute yourself and you will then have up to 2 minutes to speak.	Public
REPORTS & UPDATES (25 mins)	
E. Regional Board Member Representatives (3 mins each) a. City of Hesperia Representative b. City of Barstow Representative c. Town of Apple Valley Representative d. City of Victorville Representative e. City of Adelanto f. Desert HPN Chair / Regional Steering Committee g. Family Assistance Program h. Victor Valley Family Resource Center/Countywide Chair i. Rescue Mission	Member/Designee Member/Designee Member/Designee Member/Designee Member/Designee Jimmy Waldron/Designee Darryl Evey/Designee Sharon Green/Designee Dawn Quigg/Designee
CONSENT ITEMS (5 mins)	
F. Approve Minutes from the February 12, 2024, Meeting	Leslie Earl
PRESENTATIONS (25 mins)	

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/>

G. CES Desert Regional Update (5 mins) H. Step UP (10 mins) I. Symba Center Wellness Update (15 mins)	K. Mahany/Family Assistance Prg. Kim Williams, Step UP Antoinette Jackson/Dr. Shawn Smith, Symba Center
DISCUSSIONS/ACTIONS (30 mins)	
J. Regional Committee Membership – Nominations and election of new members Discuss number of committee members, composition of government and community, what comprises a quorum	Sharon Green
CLOSING	
K. Adjournment	HPN Members/Attendees Sharon Green
Next Meeting: High Desert Regional Steering Committee will next meeting: Tuesday, April 9, 2024, 2:00 pm – 3:30 pm	

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.*

Minutes for San Bernardino County Office of Homeless Services Desert Regional Steering Committee Meeting

February 13, 2024
2:00 P.M. – 3:30 P.M.
Life Community Church
12199 Industrial Blvd., Victorville, CA
92395

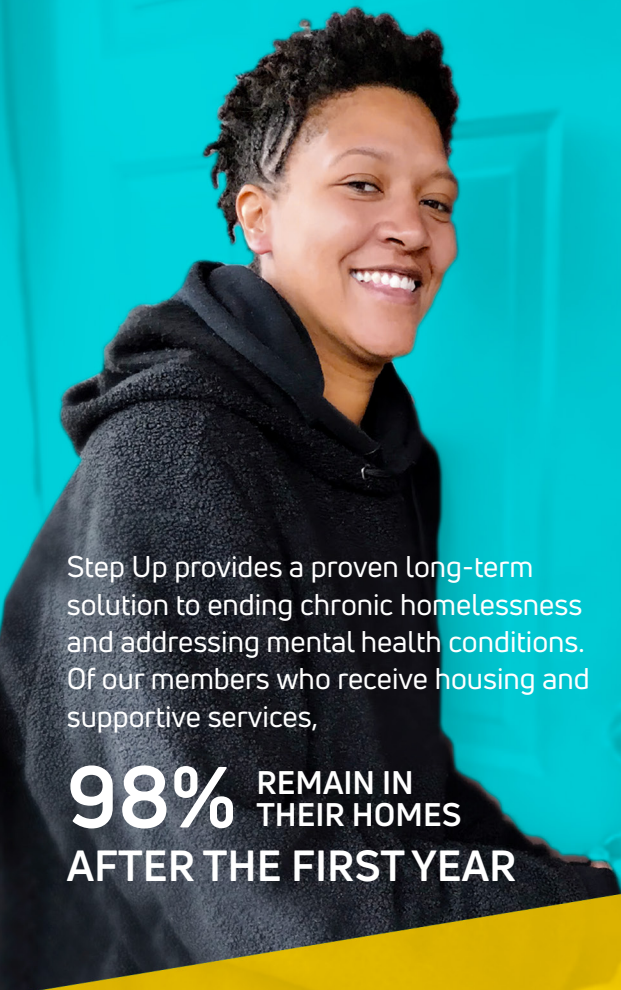
Minutes were recorded and transcribed by Leslie Earl/designee, Victor Valley Family Resources

	PRESENTER	OPENING REMARKS
Call to Order	Leslie Earl	The meeting was called to order at 2:04 p.m.
Invocation/Pledge	Leslie Earl	
Welcome and Introductions	Leslie Earl	
Introductions		
		- Attendees were welcomed. - Leslie Earl/Designee – Victor Valley Family Resource Center - Darryl Evey – Family Assistance Program - City of Adelanto – Mayor Reyes - Dawn Quigg – Victor Valley Rescue Mission - Jimmy Waldron – High Desert Homeless Services - Town of Apple Valley – Kanisha Withers - City of Hesperia – Melinda Sayre - Hope Team – Jeff Whall
		PUBLIC COMMENT
		In person and online
	PRESENTER	REPORTS AND UPDATES
	William Lamas/City of Victorville	- No Reports – Barstow, Apple Valley, City of Hesperia, - City of Victorville – Mr. Lamas reported the City of Victorville had 53 volunteers that participated in the 2024 Point-in-Time count. He shared the count went well. He reported there was an estimated “soft count” of 290 unsheltered counted.

	Jimmy Waldron Darryl Evey Leslie Earl Dawn Quigg	▪ The High Desert Homeless Shelter (HDHS) shuttered its doors on 2/2/2024 due to unmet financial obligations. The remaining clients at the shelter were relocated to other regional shelters. Four seniors were relocated temporarily to motels. Sixteen individuals were relocated to the Wellness Center. Jimmy stated the HDHS is hopeful that it will reopen within the next 6 months after undergoing update/restructure of its business. Many meeting attendees voiced their support for what the HDHS accomplished over the years. Mayor Reyes offered the HDHS a letter of support to expedite funding, if needed. ▪ The Family Assistance Program (FAP) is working toward a youth shelter project they are going to build. It is estimated to be completed in 3 years. Permits are hopeful in the coming weeks. The funding for this project requires city support. FAP was unable to secure a letter of support from the city of Victorville. They were not able to get support from the city of Hesperia. The project will provide a drop-in center for homeless and formerly homeless youth. There will be outdoor activities such as hiking, snowboarding, and a lot of fun activities centered around nature. ▪ Victor Valley Family Resource Center reported the agencies year-end statistics: VVFRFC's Hesperia office received over 7500 calls in 2023 requesting housing, rental assistance, navigation services. The housing program also received housing referrals from the probation department, Public Defender's office, and Parole. VVFRFC's permanent supportive Senior housing is near capacity as is their Mesa View site. ▪ The Victor Valley Rescue Mission reported the increased meals served (Neighbor's & Friends Program).
ITEM NUMBER		CONSENT ITEMS
F. Approval of Minutes of December 12, 2023 of the Desert Regional Steering Committee. G. 2024 Regional Steering Committee Calendar		▪ A motion was made by Daryl Evey to approve the minutes adding two additional committee members who were present but not included in the minutes (City of Apple Valley. The motion was seconded by Jimmy Waldron. ▪ The minutes were approved unanimously with the approved corrections. ▪ Leslie Earl announced the date, time, and location of the next Desert Regional Steering Committee. It was announced Life Community Church offered the Steering Committee a permanent location at the church. Leslie further confirmed the meetings will be in the current room, however, the church also offered larger capacity seating in other rooms, including the sanctuary, if requested.
PRESENTATIONS	PRESENTER	DISCUSSIONS
H. CES Regional Update	Kevin Mahany and Jobi Wood/Family Assistance Program	▪ Kevin described the process of the program. ○ 211 receives calls from the public to gather information regarding the callers need, demographic details, family size, and contact information. ○ The CES/211 will enter client information into the HMIS system and process the ViSpadt ▪ FAP will receive an email with the name/contact information. ○ FAP will look up clients in HMIS and perform the Homeless Certification and upload the Certification into the system. ○ FAP will contact the client weekly to determine their homeless status and provide an update to the client regarding bed and or program availability.

		- Kevin introduced their reporting tools and went over the bar graph diagrams which illustrates the home count broken down by each city, by week. He reiterated this data resource will provide a weekly of newly identified and processed homeless individuals in the Desert Region. - The program is seeking a 20% success rate in housing placements. He indicated 10% would be a significant improvement to the county's current success rate. - Jobi discussed that 60% of housing providers do not use the HMIS database. She indicate OHS requires all grantee use HMIS.
I. Regional Steering Committee Membership - Replacement of non-participatory member	Leslie Earl	- Leslie discussed the Desert Regional Steering Committee had 3 consecutive meetings without having a quorum to discuss and vote on the committee business. - Discussion was recognized by the chair designee: - Pastor Jessica Alexander was in attendance and indicated the voice of the desert region is missing at the CoC due to the quorum issues. She indicated the DRSC can have as few as 6 delegates and a many as 20. - After discussion it was determined the best course of action is to have a vote during the next committee meeting. - Darryl Evey made a motion to have a nomination and vote to have all new committed members. This could result in some current member being voted back onto the committee and new members.
J. HHAP-3 Scope of Address Change (VVFRC)	Darryl Evey	- Victor Valley Family Resource Center recused themselves of addressing this issue. - Darryl presented that VVFRC was awarded funds to purchase property for an emergency shelter. The property was originally in Apple Valley but the property went off the market. Another property was identified in Barstow but due to the lack of community support for the location another property was identified. - Darryl Evey made a motion to approve the new address acquisition of a property located at 16045 Chiwi Road Apple Valley, CA 92307. The motion pass unanimously.

BUILDING HOPE. TRANSFORMING LIVES.



Step Up provides a proven long-term solution to ending chronic homelessness and addressing mental health conditions. Of our members who receive housing and supportive services,

98% REMAIN IN
THEIR HOMES
AFTER THE FIRST YEAR

With more than 40 years of experience, Step Up can help you get the support you need.

Visit our website to learn more about our programs and services

WWW.STEPUP.ORG

OUR MISSION

Step Up delivers compassionate support to people experiencing serious mental health conditions and persons who are experiencing chronic homelessness to help them recover, stabilize, and integrate into the community.

CORE VALUES



CONTACT US

 www.stepup.org

 inlandempireecm@stepup.org

 (909) 963-5355



ENHANCED CARE MANAGEMENT

Get the Care You Need



Step Up is a non-profit 501(c)(3)
Public Charity/Federal Tax ID 95-4109386

WE'RE HERE TO SUPPORT YOU

Your ECM care team helps you set up no-cost services like primary care appointments, mental health, community-based long-term services and supports, developmental health, oral health and social services. They can support you by phone or in person and to where you are located. You are not alone with the Step Up ECM team. Please contact us for join or stop ECM services.

Step UP ECM services does not affect or change your benefits. You keep your providers and get help to:

- Find doctors and get appointments for all health needs
- Improve your health by working with you and your doctor on your care plan
- Arrange transportation to doctor visits
- Get follow-up services after you leave the hospital
- Keep your providers fully informed
- Coordinate necessary items for a referral to specialists and health needs
- Manage your medications
- Connect to local resources within the community

// *I'm so grateful for all of the support I got from Step Up. It helped us get healthy and start to rebuild our lives.*



JENNIFER
Step Up Member



WHO IS ELIGIBLE?

ECM services can be of help for providers who:

- Are experiencing homelessness with complex health or behavioral health needs
- Have frequent hospital admissions, short-term skilled nursing facility stays, or emergency department room visits
- Have a serious mental health illness or substance use disorder with complex social needs
- Are at risk for institutional long-term care
- Nursing facility residents who want to transition to the community
- Are transitioning from incarceration who have complex health or mental health needs, substance abuse use disorder, brain injury, HIV or pregnancy.
- Children and youth with complex physical, behavioral or developmental health needs, or transitioning from incarceration

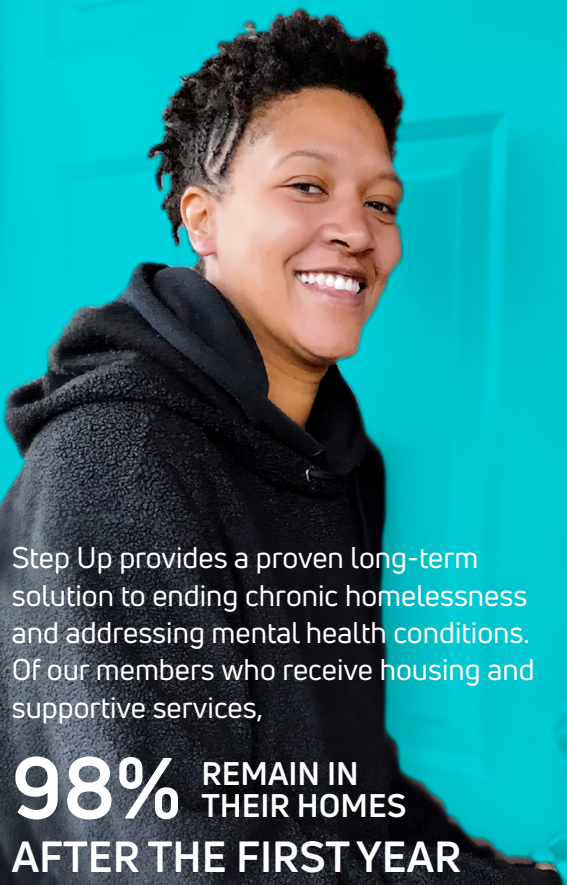


EXTRA CARE WHEN YOU NEED IT

Step Up lends a helping hand when you need extra help to get the care you need to stay healthy. Certain health conditions like diabetes, hypertension, behavioral health concerns or substance use disorder can be difficult to manage. Step Up's offers these extra services to you at no cost, and you can join or stop at any time.

Call today to get started!

BUILDING HOPE. TRANSFORMING LIVES.



Step Up provides a proven long-term solution to ending chronic homelessness and addressing mental health conditions. Of our members who receive housing and supportive services,

98% REMAIN IN
THEIR HOMES
AFTER THE FIRST YEAR

With more than 40 years of experience, Step Up can help you get the support you need.

Visit our website to learn more about our programs and services

WWW.STEPUP.ORG

OUR MISSION

Step Up delivers compassionate support to people experiencing serious mental health conditions and persons who are experiencing chronic homelessness to help them recover, stabilize, and integrate into the community.

CORE VALUES



CONTACT US

 www.stepup.org

 ILOS-ECM@stepup.org

 (909) 963-5355



COMMUNITY SUPPORTS

Flexible Care Choices



Step Up is a non-profit 501(c)(3)
Public Charity/Federal Tax ID 95-4109386

WHAT ARE COMMUNITY SUPPORTS?

Step Up offers Community Supports, which are special care options that may be offered (instead of state plan-covered services) to qualified Members at medium to high levels of risk.

Community Supports can help you remain healthy, reduce complications from illnesses, and avoid unnecessary stays in the hospital, nursing facilities, and emergency departments.

You may find that Community Supports with Step Up can help during a transition in housing or care. If you need help managing your health, Community Supports might be the right choice.

Our Community Supports are open to IEHP Members or IEHP DualChoice (HMO D-SNP) Members who need supportive care. Community Supports may nurture your whole health—to care for your body and mind.

Members who could benefit from Community Supports may be:

- Facing times without housing
- Struggling to get food for their loved ones
- Having asthma issues and need changes to their living space

“Step Up was supportive and consistent. They helped me do everything step by step.”

JOSE, Step Up Member



What Community Supports are offered?

Community Supports can provide assistance in a variety of ways.

- Housing Deposits
- Housing Tenancy & Sustaining Services
- Utility Deposits (Case by Case)
- Housing Transition Navigation Services
- Medical Supportive Food/Meals/ Medically Tailored Meals
- Nursing Facility Transition/Diversion to Assisted Living Facilities
- Recuperative Care (Medical Respite)
- Short Term Post-Hospitalization Housing
- Sobering Centers (Riverside County)
- Asthma Remediation
- Community Transition Services/ Nursing Facility Transition to a Home

HOW YOUR CARE TEAM CAN HELP

If you can be helped by Community Supports, you may get a care team that can assist in identifying your needs. Your team will coordinate no-cost services, such as finding resources for housing, care after leaving the hospital, and dealing with asthma at home. They can assist you by phone or in person, and they can even meet you at your location.

You are not alone with Step Up's Community Supports!



Wraparound Service Provider for The City of Victorville's Wellness Center



SymbaCenter
One Community. One Mission.



Wellness Center Overview



A low-barrier,
Navigational Center



Recuperative care
facility



Medical Clinic



Interim housing



Wraparound
supportive services

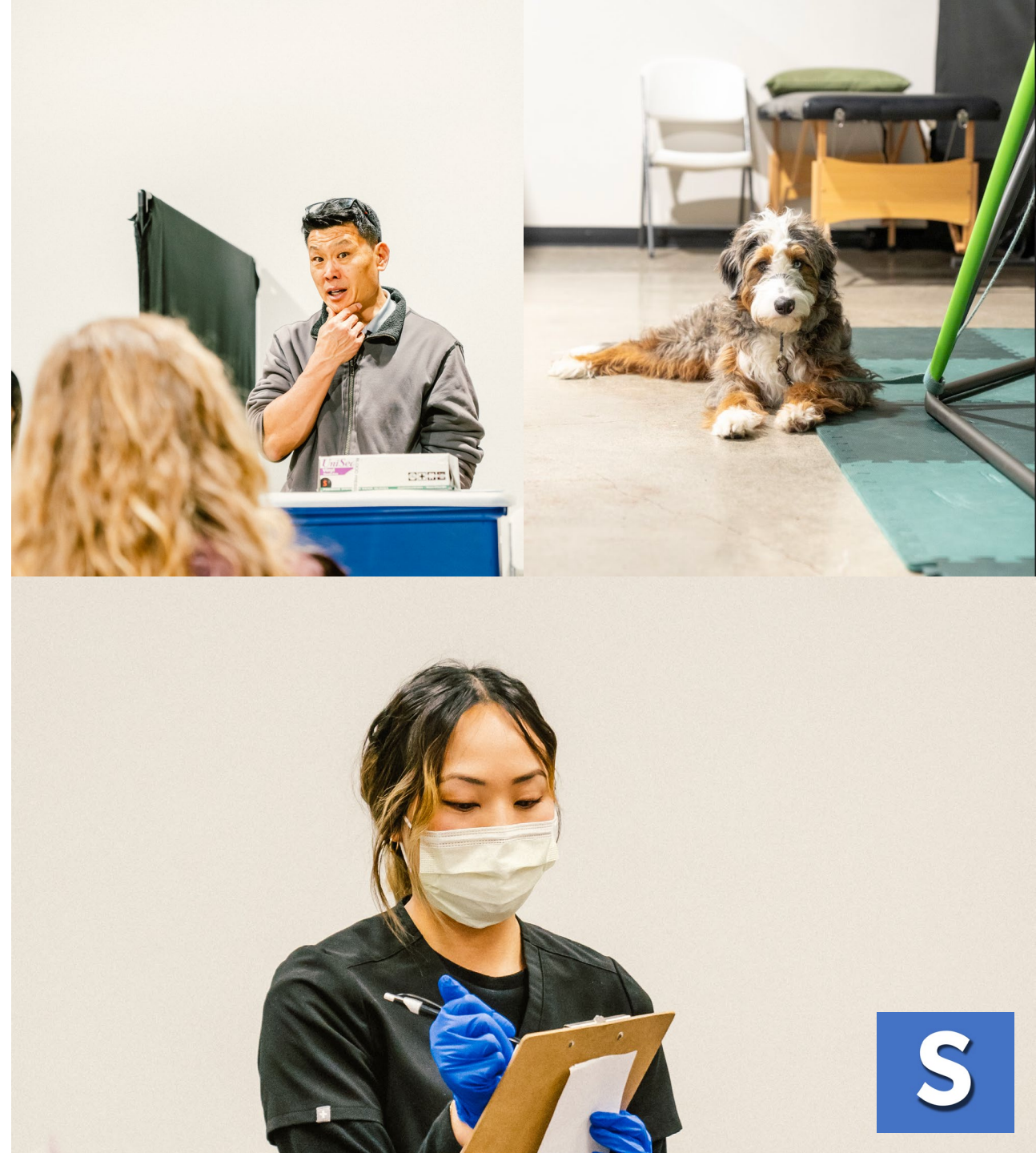
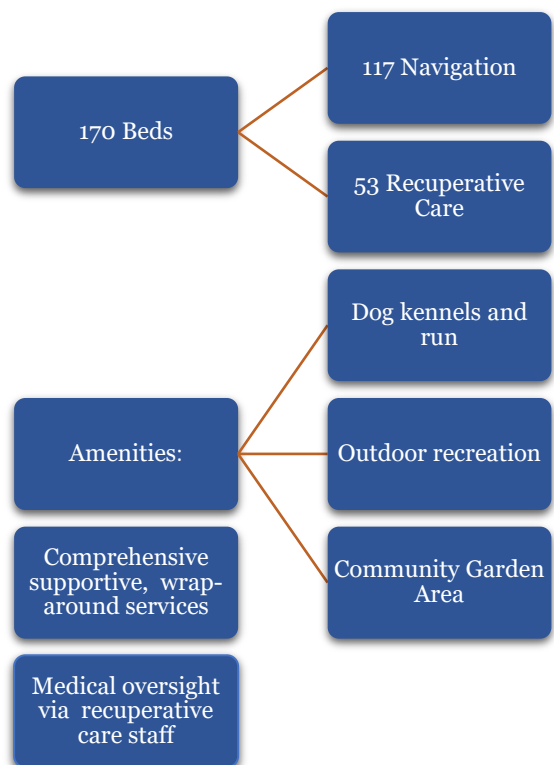


Programs & Services

SymbaCenter
One Community. One Mission.



Navigation/Recuperative Care Center Highlights



Wrap Around Services



Intake/Assessment/Diversion Assistance

Case Management

Housing Navigation

Behavioral Health

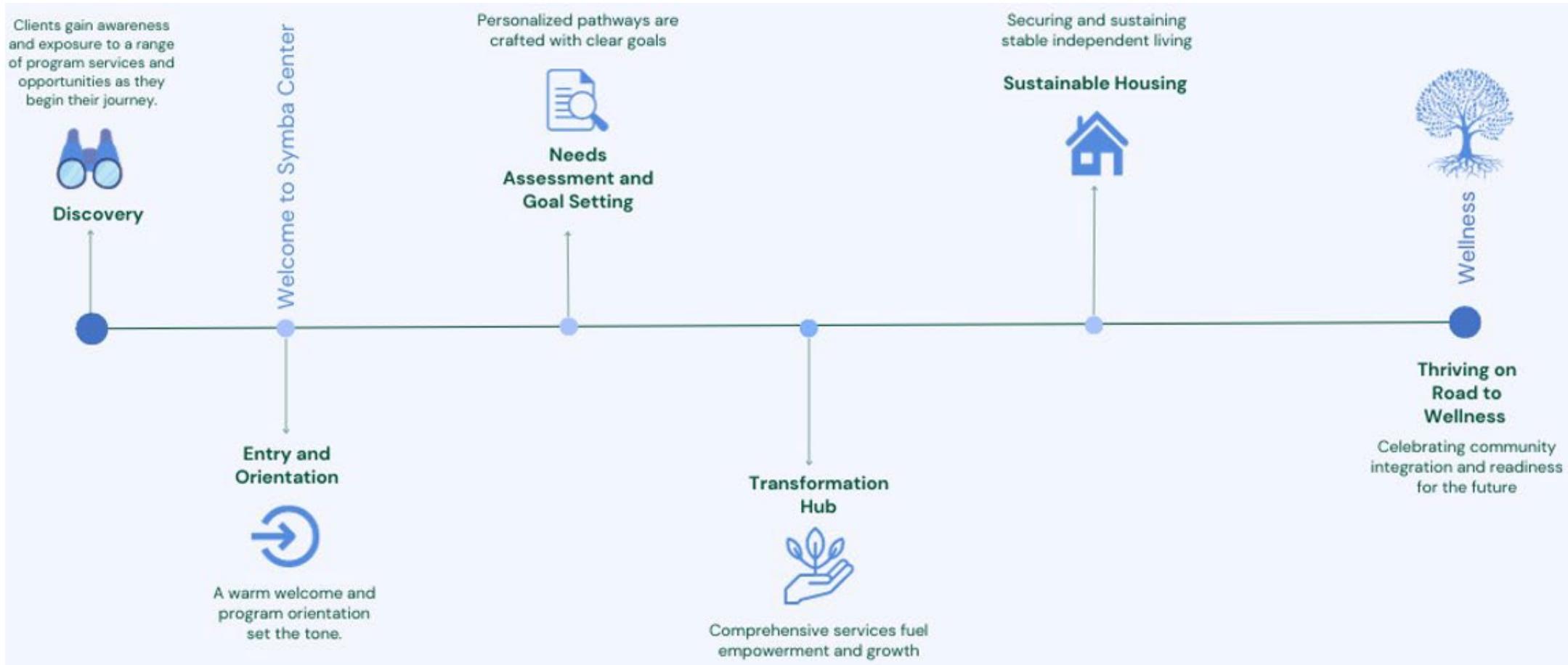
Primary Care

Substance Use Counseling & Treatment

Employment Services/Financial Literacy Training

Medical Care Coordination

Road to Wellness





Recuperative Care - Comprehensive Model

Individualized CM Medical

- Conducting all needs assessment and developing a care plan
- Connection to PCP, specialty care, medical appointments, including arranging transportation
- Connection to pharmacies
- Insurance navigation

Individualized CM Social

- Identifying clients' eligibility for community resources and services, including to transition into housing income
- Complete coordinated entry intake process
- Prepare for discharge by developing discharge and transition plans

Community Health Worker and/or Peer Support

- Peer Support Specialist's
 - A person with "lived experience" who has been trained to support PEH
- Offer resources and support to maximize the patient's independence and potential and promote their recovery

Comprehensive Clinical Services

- Daily evaluation by clinical provider and as indicated by discharge instructions and our clinical care plan
- Chronic condition management
- Self-management education
- Monitoring and support to complete intensive outpatient medical treatment

Medication Management

- Medication reconciliation at admission
- Storage of medications by designated staff
- Dispensing of medication by designated staff
- Prescription of medication
- Education and skill development to self-manage and administer medications

Recuperative Care - Comprehensive Model

Behavioral Health (BH)

- Screening and assessment for mental health and substance use conditions
- Ongoing individual BH therapy
- Psychoeducation (group and individual)
- Assessment of need for and prescription of psychiatric medications

24-Hour Program Staffing

- Staff is trained to address and monitor those with high-level medical needs (such as clients receiving hospice care) OR includes 24-hour on-site clinical staff

On-Call Medical Support

- Access to a medical call line to address immediate medical needs and assess the need for ED care that may be above the scope of 24-hour on-site staff

Care Coordination

- Home health and home-based clinical care services

Space to Engage in Home-Based Services

- Home-based clinical services not offered on site including:
 - Home health
 - Home nursing care
 - Physical therapy
 - Speech, occupational therapy
 - Hospice/palliative care teams

Our Mission

To Implement and inspire innovative solutions designed to meet the health and wellness needs of the community



Key Partnerships

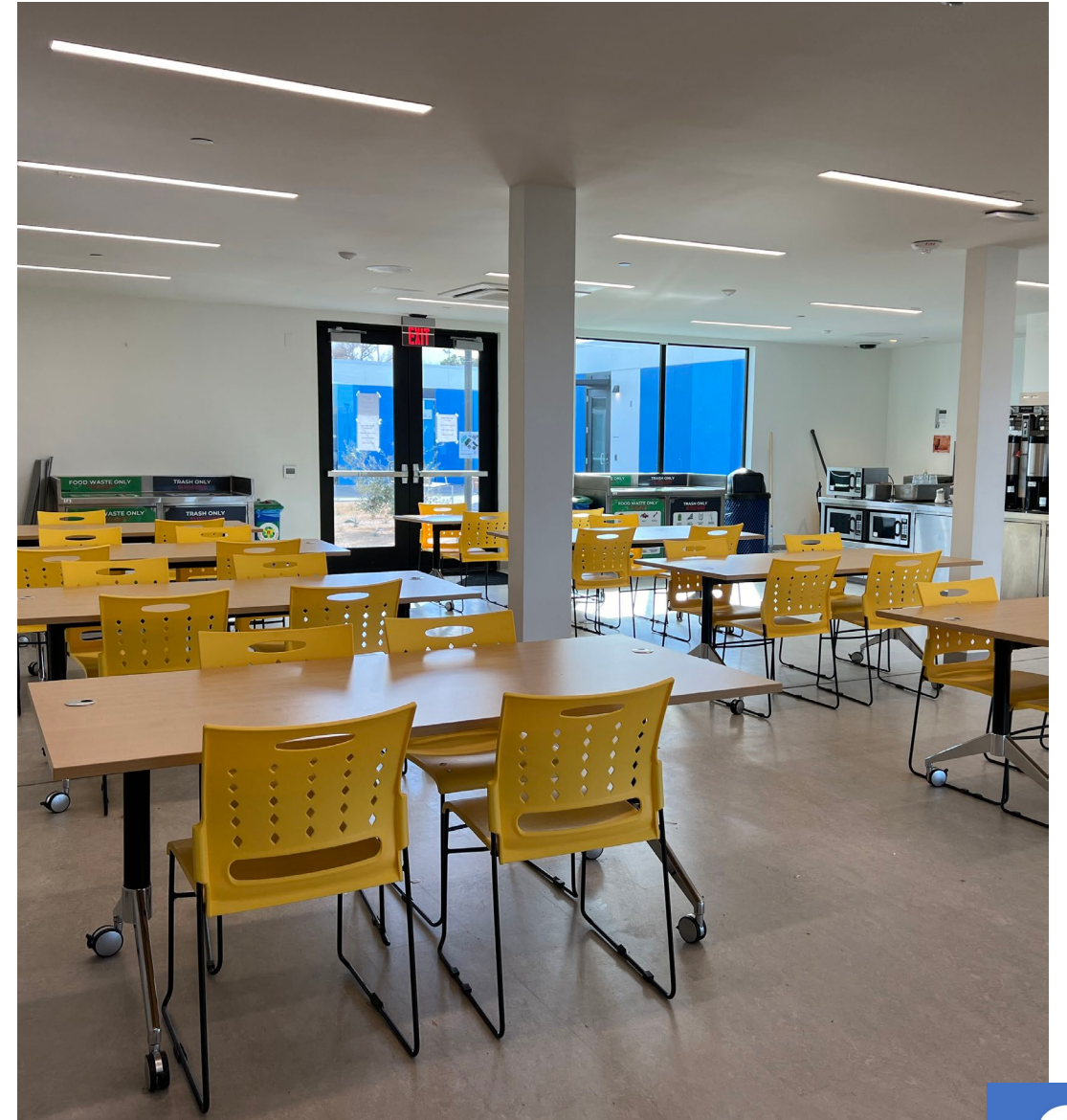


City of Victorville Wellness Center











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.