



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

Item No.	Informational Items
1	Technical Employment Training, Inc. – Dr. Bill Clarke, President & Virginia Martinez, Operations Manager (30 minutes) 9:45 – 10:15 am
Consent Items	
2	Approve Amended Bylaws – Regina Coleman, County Counsel (10 minutes) 10:15 – 10:25 am
3	Chair and Vice Chair Vote – Regina Coleman, County Counsel (10 minutes) 10:25 – 10:35 am
Discussion Items	
4	No Items
Closing 10:35 – 11:00 am	

Public Comment Open to the public for comments limited to three minutes

Council Roundtable Open to comments by the Council

Next ICH Meeting The next Interagency Council on Homelessness meeting is scheduled for:

October 24, 2012
9:00 am – 11:00 am
DBH – Training Institute
1950 S. Sunwest Lane, Suite 200
San Bernardino, CA 92408

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) 252-4001 AND THE OFFICE IS LOCATED AT 1950 S. SUNWEST LN., STE 200, SAN BERNARDINO, CA 92408. <http://hss.sbcounty.gov/sbchps/>

Minutes for San Bernardino County Homeless Partnership Interagency Council on Homelessness

August 29, 2012
9:00 am – 11:00 am
Department of Behavioral Health-Training Institute
1950 South Sunwest Lane, Suite 200
San Bernardino, CA 92408

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

TOPIC	PRESENTER	ACTION/OUTCOME
Call to Order	Josie Gonzales	<ul style="list-style-type: none"> ▪ The meeting was called to order at 9:10 am.
Introductions	Josie Gonzales	<ul style="list-style-type: none"> ▪ Introductions were made by all ICH Members. Guests were also invited to introduce themselves.
Presentation of Minutes	Josie Gonzales	<ul style="list-style-type: none"> ▪ Minutes were accepted with addition from Gary Madden.
REPORTS	PRESENTER	ACTION/OUTCOME
Homeless Youth Task Force	Tom Hernandez	<ul style="list-style-type: none"> ▪ Darryl Evey of Family Assistance Program gave a presentation on Our House, a new youth homeless shelter in Redlands offering 12 beds. He also discussed Young Visionaries home in San Bernardino which offers 4 beds to homeless youth. Mr. Evey will be pursuing several more grants to expand the shelter. ▪ Several agencies gave report to discuss the Interagency Youth Resiliency Team (IYRT). The IYRT has task forces that go out into the community to provide available services to eligible system-involved youth. They provide support and mental health services. This is a new program and a partnership between the Department of Behavioral Health, Department of Probation, and Children and Family Services.
Homeless Provider Network	Tom Hernandez	<ul style="list-style-type: none"> ▪ The last HPN Meeting took place on Wednesday, August, 2012. <ul style="list-style-type: none"> ▪ Presentation was provided by Judy Saul of Mercy House explaining programs, services, and upcoming projects.
Office of Homeless Services	Tom Hernandez	<ul style="list-style-type: none"> ▪ The ICH members were provided with the OHS Report as a hand out with attachments. (Copies are available upon request). All information can also be found at www.sbcounty.gov/SBCHP. <ul style="list-style-type: none"> ▪ 2012 Continuum of Care (CoC) Homeless Assistance Grant Update: <ul style="list-style-type: none"> ▪ HUD published the Interim Rule for the CoC Program on July 14, 2012. The Summary was provided and the full report can be found at http://hudhre.info. <ul style="list-style-type: none"> ▪ A CoC may spend up to three percent of its final pro-rata need on administrative costs related to CoC planning. This is in addition to the Pro-Rata Need. This means that the Lead CoC may receive monies for planning activities in the 2012 application. Entities that are also UFAs may spend up to an additional three percent on administrative

Office of Homeless Services <i>cont.</i>	Tom Hernandez	<p>costs.</p> <ul style="list-style-type: none"> ▪ Emphasis placed on establishing local performance measurements to measure program performance. Renewals should not be automatic as recipients of funds need to be held accountable. A grant recipient must draw down funds at least once a quarter of the program year. ▪ The CoC is required to participate in the ESG planning process as well as ESG recipients are required to participate in the CoC planning process. ▪ Public Housing Authorities (PHA) are no longer eligible applicants for new projects, although renewals will continue to be administered by PHAs. ▪ For more information, HUD is offering a series of webinars which can be found at http://portal.hud.gov/hudportal/HUD?src=/press/multimedia/videos. ▪ On July 23, 2012, HUD released the Grant Inventory Worksheets which began the 2012 CoC Program Registration process. <ul style="list-style-type: none"> ▪ The Grant Inventory Worksheet was submitted by OHS on August 15, 2012. San Bernardino County will now have \$5.4 million as a result of Shelter Plus Care and new un-contracted programs being added to the list this year by HUD. ▪ On August 21, 2012, HUD announced the opportunity for collaborative applicants to submit a request to be designated as a Unified Funding Agency (UFA). HUD encourages communities that intend to seek UFA designation to review the questions and prepare for future competitions, but does not expect communities to meet these standards in the 2012 fiscal year. ▪ The Commonwealth of Massachusetts has become one of the nation’s first communities to issue Social Impact Bonds targeted for homelessness. The “pay for success” contract will offer resources to scale permanent supportive housing and reduce public costs and shelter use. New York City Mayor Michael Bloomberg announced that Social Impact Bonds will be adopted in New York City to reduce recidivism rates. ▪ The OHS in conjunction with the San Bernardino County Re-Entry Collaborative hosted a Re-Entry Housing Employment Life Project (HELP) meeting to look at how the Collaborative, ICH, MHSA, and Community Development and Housing can work complimentary to each other. The group cited a need for a Collective Impact Strategy focused on a common agenda. The Strategic Plan will be submitted to the Board of Supervisors on September 11, 2012 for adoption. All are encouraged to attend. The next meeting is September 28, 2012. ▪ The 6th Annual Homeless Summit will be held on Wednesday, November 7, 2012 at the Diocese of San Bernardino from 9 am – 3:30 pm with registration beginning at 8:30 am. This year’s theme is “Bridging the Gaps of Homelessness” and will include four workshops as well as special presentations from Rachel Fleischer, writer and director of “Without a Home”, Angela Pasco, Josh Candelaria, and Pastor Marco Garcia. ▪ According the ICH Bylaws, elections for Chair and Vice Chair will be considered at the September meeting, with positions commencing during the month of October. All interested members should submit their name to the Office of Homeless Services. Time will be provided
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Office of Homeless Services <i>cont.</i>	Tom Hernandez	<p>during the meeting for candidates to speak on their behalf.</p> <ul style="list-style-type: none"> ▪ The United States Department of Labor announced awards of \$11.53 million in grants to provide job training services to 5,500 veterans nationwide. Press Release was provided. ▪ On July 17, 2012, the Department of Veterans Affairs announced the awards of \$100 million to community organizations across the nation to implement the Supportive Services for Veteran Families program. The US Veterans Initiatives, one of San Bernardino County's CoC recipients, will receive funding to serve approximately 90 households in Riverside and San Bernardino Counties. ▪ The Cities of Ontario and Upland Food Distribution List is now available for download on the San Bernardino County Homeless Partnership website at www.sbcounty.gov/SBCHP. ▪ Action Item and Follow Up: A request was made of OHS meet with Deputy Wilke and invite Mr. Gary Madden of 2-1-1 to update the Sheriff's Department on the current homelessness resource list. OHS met with Deputy Wilke, Mr. Madden, and Mr. Marin of the 5th District on July 3, 2012 to discuss ways to make homeless resources more accessible to Sheriff staff.
INFORMATIONAL ITEMS	PRESENTER	ACTION/OUTCOME
2013 Point-In-Time Count Methodology	Don Smith	<ul style="list-style-type: none"> ▪ Mr. Smith provided an overview of the upcoming 2013 Point-In-Time Count explaining the new methodology including what the event is, why it is important, who is involved, when, where, and how it will be conducted. (Copies of the PowerPoint and handouts are available upon request). ▪ Michele Bletcher with OHS is the local contact for the Point-In-Time Count and can be reached at mkbletcher@dbh.sbcounty.gov.
CONSENT ITEMS	PRESENTER	ACTION/OUTCOME
Approval Amended Bylaws	Tom Hernandez	<ul style="list-style-type: none"> ▪ This item will be tabled to the next ICH Meeting.
DISCUSSION ITEMS	PRESENTER	ACTION/OUTCOME
Capitol Hill Day Debriefing and Discussion	<p>Josh Candelaria</p> <p>Chris Carrillo</p>	<ul style="list-style-type: none"> ▪ At the National Alliance to End Homelessness Conference in Washington DC in July, Mr. Candelaria, Mr. Hernandez, and Supervisor Gonzales had the opportunity to speak with several elected officials on the subject of economic impact and homelessness in San Bernardino County. <ul style="list-style-type: none"> ▪ There will be a follow up meeting with United States Senator Dianne Feinstein's representatives on Friday, September 7, 2012. ▪ The Federal Funding Cycle ends September 30. There will be a six month extension. More work will be required for all current issues which the ICH has been advocating for. Funding will not be provided for six more months. The ICH will take that opportunity to reiterate the impacts the economy has had on San Bernardino County in order to increase funding, allow for flexibility, and increase the resources. The ICH will be advocating for policy changes for the next six months until the new funding cycle comes out. ▪ Mr. Carrillo is the local representative for United States Senator Dianne Feinstein. He introduced himself and invited attendees to contact him to discuss homeless issues further.

PUBLIC COMMENT	PRESENTER	ACTION/OUTCOME
	Audulio Ricketts	<ul style="list-style-type: none"> ▪ Since October 1, 2011, 3,300 people have been released from prison into Probation's hands. Recidivism rate is 23% and far below the state's rate of 67% so the program is working well. ▪ Three day reporting centers will be opening very soon. Resources are being obtained. New staff is being hired to assist and supervise the parolees. A Probation Officer will be in every police department and subdepartment throughout the county. There are new units and departments which will be proactive in protecting the community as well as supportive to treatment. The program is progressing quite well. ▪ The RFP that went out obtained six applications. Those applications are being reviewed and a decision will be made on agencies which will receive funding to support AB109 housing. ▪ The Re-Entry Collaborative will next meet on September 28, 2012 at 9:30 am.
	Anthony Brazier	<ul style="list-style-type: none"> ▪ Mr. Brazier wanted to thank Supervisor Gonzales and Regina Coleman for their support of the HIV/AIDS Summit.
COUNCIL ROUNDTABLE	PRESENTER	ACTION/OUTCOME
	Gary Madden	<ul style="list-style-type: none"> ▪ The Re-Entry Strategic Plan addresses all the issues San Bernardino County faces with homelessness. Mr. Madden encourages the ICH to work together on the Strategic Plan. It will be available shortly.
Adjournment		Being no further business to discuss, the meeting was adjourned at 10:40 am.
Next Meeting		Wednesday, September 26, 2012 at 9:00 am – 11:00 am DBH – Training Institute 1950 S. Sunwest Lane, Suite 200, San Bernardino, CA 92408

Office of Homeless Services
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 Email: homelessrfp@hss.sbcounty.gov ▪ Website: <http://hss.sbcounty.gov/sbchp//>

Attendees at August 29, 2012 ■ Interagency Council on Homelessness

BLETCHER	MICHELE	Office of Homeless Services	909-387-7007	mkbletcher@dbh.sbcounty.gov
BLUM-JOHNSTON	TERI	Community Action Partnership San Bernardino County	909-723-1522	Tblum-johnston@capsbc.sbcounty.gov
BRAZIER	ANTHONY	Foothill AIDS Project	909-884-2722	abrazier@fapinfo.org
BUFFONG	JON	Department of Behavioral Health	909-252-4065	jbuffong@dbh.sbcounty.gov
CARRILLO	CHRIS	Senior Field Rep – Senator Feinstein		Chris_carrillo@feinstein.senate.gov
COLEMAN	REGINA	County Counsel	909-387-3266	rcoleman@cc.sbcounty.gov
ESCALANTE	JOSEPHINE	VA Medical Center	909-825-7084	Josephine.escalante@va.gov
FAULKNER	CINDY	Operations Manager – First 5	909-387-8619	cfaulkner@cfc.sbcounty.gov
FORD	RENEE	San Bernardino County Probation Department	909-387-5856	rford@prob.sbcounty.gov
GONZALES	JOSIE	Supervisor – 5 th District	909-387-4565	jgonzales@sbcounty.gov
HAMBLY III	ED	Catholic Charities	909-388-1239	ehambly@ccsbriv.org
HAUGAN	LINDA	Asst. Executive Officer – Human Services Dept.	909-387-4717	lhaugan@hss.sbcounty.gov
HERNANDEZ	TOM	Office of Homeless Services	909-252-4051	thernandez@dbh.sbcounty.gov
KEYES	ROBERTA	Community Member	951-213-8432	roberta.keyes@att.net
LITTLE	JEFF	Inland Temporary Homes	707-815-7424	jeff@ithomes.org
MADDEN	GARY	Inland Empire United Way	909-980-2857 x211	gmadden@ieuw.org
MARIN	JOSE	Field Representative – 5 th District	909-387-4565	Jose.marin@bos.sbcounty.gov
MORRIS	GARNER	Community Service Liaison – 1 st District	760-955-2017	gmorris@bos.sbcounty.gov
PASCO	ANGELA	New Hope Village	760-256-3656	newhopevillageinc@yahoo.com
PAXTON	KENT	Mayor's Office - City of San Bernardino	909-384-5133	paxton_ke@ci.san-bernardino.ca.us
PERKINS	LOIS	Life Community Development	760-246-0691	jazzlewis@aim.com
ROCHELLE	MARGARET	Inland Behavioral and Health Services	909-881-6146	rochellem@ibhealth.org
RODDICK	ROBERT	Mnging Attorney - Inland Counties Legal Services	951-320-7514	rroddick@icls.org
RYMER	CHRIS	City of Colton HS Manager	909-370-6172	crymer@ci.colton.ca.us
SAMUEL	HANA	Catholic Charities	909-499-4931	
SCHULTZ	BRENT	City of Ontario	909-395-2317	bschultz@ci.ontario.ca.us
SMITH	ALICE	House of Angels	909-841-4715	angelhousee@aol.com
SMITH	DON	Urban Initiatives		Dmsmith62@hotmail.com
THOMAS	CASONYA	Director - DBH	909-382-3084	cthomas@dbh.sbcounty.gov
THIBAUT	KATE	US Vets	951-213-0371	kthibault@usvetsinc.org
WOODS	NI'AISHA	Life Community Development	760-552-1164	Niaisha.ladray@gmail.com



**County of San Bernardino
Office of Homeless Services**

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**Office of Homeless Services Report
Prepared for the Interagency Council on Homelessness**

Report purpose The purpose of this document is to present the Office of Homeless Services report and to record action items from prior Interagency Council on Homelessness (ICH) meetings.

Date September 26, 2012

Presenter Tom Hernandez, Homeless Services Manager

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

Announcements
<p>2013 Point-In-Time Homeless Count (PITC) Kickoff Meeting</p> <ul style="list-style-type: none">• On September 19, 2012, the Office of Homeless Services, along with Chair and Fifth District Supervisor Josie Gonzales, hosted the 2013 PITC Kickoff Meeting at the San Bernardino County Health Services Center.• Speakers included Jose Marin, Field Representative of the Office of Fifth District Supervisor and Chair Josie Gonzales, Kent Paxton, Director of the Mayor's Office of Community Safety and Violence Prevention, Liz Chavez, Housing Manager with the City of Upland, Angela Myles, Executive Director of House of Prayer Gospel Outreach Ministries and HPN Chair, Joe Colletti, Ph.D. and Don Smith of Urban Initiatives, and Cheyenne English, former volunteer and consumer.• Urban Initiatives reviewed the methodology which will be used to count the homeless that is aligned with the new definition of homelessness according to HUD.



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*Announcements
cont.*

Update on this year's Homeless Summit

- A Save-the-Date flyer has been developed and distributed to the Homeless Partnership. This year's Summit will be on November 7, 2012; registration will start at 8:30 am. The event will start at 9:00am and is scheduled to conclude at 4:00pm (see attached flyer – Report 2A).
- A total of 4 workshops will be available for attendee selection. Registration will be on a first come, first served basis, limited to the first 300 registrants.
- Registration will be available through the San Bernardino County Grants Office website at <http://www.sbcounty.gov/grantsoffice>.

Continuum of Care Update

- The release of the Notice of Funding Availability looks to be the second week of October.
- In response to the Request for Proposals (RFP), the Office of Homeless Services received 8 applications for new projects. The contracts unit will review the submissions to ensure they meet the requirements of the RFP; successful applications will be presented to the Grant Review Committee for review.

Election of HPN Officers

- The Homeless Provider Network (HPN) voted in their new officers to begin their positions for the month of October.
- The following HPN officers were elected:
 - Sharon Green – HPN Chair
 - Brenda Dowdy – Vice Chair
 - Ricardo Forbes – Housing
 - Bob Roddick – Income and Support Services
 - Leanne Drieberg – Planning and Evaluation
- The following HPN members were elected to represent HPN at ICH:
 - Cheryl Heesen – Family Service Association
 - Angela Myles – House of Prayer Gospel Outreach Ministries
 - Angela Pasco – New Hope Village, Inc.
 - Anthony Brazier – Foothill AIDS Project
- Meetings have been scheduled with the new ICH representatives for orientation and review of member responsibilities.



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Upcoming Presentations

- Upcoming Health Fairs/Project Connects:
 - October 14 – 7th Annual West End Community Health & Wellness Fair will be held at Our Lady of Guadalupe Church in Ontario, 710 S. Sultana Avenue from 9:00am to 3:00pm.
 - November 21 – Eat & Be Well 2012 will be held at Seville Park and Cypress Neighborhood Center in Fontana, 8380 Cypress Avenue from 9:00am to 2pm.
- Site Visits:
 - 10/4 – Life Community Development - Adelanto
 - 10/9 – Foothill Family Shelter - Upland
 - 10/16 – High Desert Homeless - Victorville

Attachments

Homeless Summit Flyer – Report 2A-Attached

SAVE THE DATE

San Bernardino County



HOMELESS PARTNERSHIP

6th Annual

Homeless Summit 2012
Bridging the Gaps
of
Homelessness

November 7, 2012

REGISTRATION: 8:30 A.M. ♦ EVENT: 9:00 A.M. - 3:30 P.M.

**WHERE: Diocese of San Bernardino
1201 E. Highland Ave.
San Bernardino, CA 92404**

**CONTACT INFO: Deanna Luttrell (909) 382-7006
homelessrfp@hss.sbcounty.gov**

**San Bernardino County Homeless Partnership
www.sbcounty.gov/SBCHP/**



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

BY-LAWS

Adopted March 22, 2010

Amended August 29, 2012

A Continuum of Care is a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. The mission of the San Bernardino County Homeless Partnership is to provide a system of care network that is inclusive, well planned, coordinated, evaluated and accessible to all who are homeless or at-risk of being homeless.

Article I
Purpose

The Interagency Council on Homelessness (“ICH”) is a vital component of the San Bernardino County Homeless Partnership (“Partnership”). The ICH serves as the policy making body of the Partnership and oversees the implementation of the 10-Year Strategy to End Homelessness in San Bernardino County (“10-Year Strategic Plan”). The ICH will focus on resource development to insure the funding of homeless projects and 10-Year Strategic Plan recommendations.

Article II
Vision

Provide leadership in creating a “comprehensive countywide network” of service delivery for the homeless population. Identify families and individuals at-risk of homelessness and circumstances leading to homelessness through facilitation of better communication, planning, coordination, and cooperation among all entities that provide services and/or resources for the relief of homelessness in the County of San Bernardino in a united effort to eliminate homelessness county-wide.

Article III
Duties

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

Article IV
Membership

A. ICH Membership Composition

The membership of the ICH shall be broadly based with representation from all sectors of the community, including but not limited to: homeless service providers, representatives of federal, state and local government, corporations, and concerned individuals.

The ICH membership shall be composed of no more than 30 members.

1. Two (2) members from the San Bernardino County Board of Supervisors or designee;
2. Seven (7) elected officials or designee (i.e., city manager, economic development or city director) representing cities within San Bernardino County:
 - a. Three (3) from cities with populations greater than 100,000 residents,
 - b. Two (2) from cities with populations between 50,000 to 99,999 residents,
 - c. Two (2) from cities with populations less than 50,000 residents;
3. Director or designee of the Department of Behavioral Health;
4. Director or designee of the Community Action Partnership of San Bernardino County;
5. Director or designee of Human Services¹;
6. Director or designee from the San Bernardino County Public Housing Authority;
7. Director or designee of the Department of Probation;
8. Director or designee of Community Development and Housing for San Bernardino County;
9. One (1) representative from the Veterans Administration Health Care System;
10. Director or designee of the Workforce Development Department;

¹ This member shall represent all agencies in the San Bernardino County Human Services Group: Aging and Adult Services, Child Support Services, Children and Family Services, Children's Network, Preschool Services, Public Health, Transitional Assistance, and Veterans Affairs. With the exception that Behavioral Health shall hold a separate seat on the ICH.

11. Administrator or designee of the State Department of Rehabilitation;
12. Superintendent of San Bernardino County Schools or designee;
13. Director of 2-1-1 San Bernardino or designee;
14. One (1) representative from the San Bernardino County Sheriff's Department;
15. One (1) representative from the Homeless Management Information System (HMIS) Lead Agency;
16. Chair of the Homeless Provider Network or designee;
17. Four (4) members at-large from organizations and agencies selected to serve as representatives of the Homeless Provider Network; and
18. Up to three (3) general at-large members.

B. Membership Application and Approval Process

Solicitation for ICH membership applications shall begin no less than eight weeks after the vacancy of an individual ICH member. The Office of Homeless Services (OHS) on behalf of the ICH shall circulate a "Call for Applications" to the appropriate organization or parties. The "Call for Applications" will set forth the criteria for appointment to the ICH, and will set the deadline for the receipt of said applications. Applications must be accompanied by a Letter of Recommendation from the sponsoring ICH Member agency or organization or an individual Member of the ICH.

Directors listed in Article IV, section A, and elected officials, which have been designated to sit on the ICH by a local government agency listed in Article IV, section A, shall become a member of the ICH by reason of their position without application. Designees, recommended in lieu of the above listed individuals, must comply with the application process.

The ICH will establish an ad-hoc Application Review Committee as needed to review applications and develop a screening process. The Application Review Committee will recommend candidates for appointment to the ICH after reviewing the applications. The OHS shall prepare a synopsis of the recommended applicant's qualifications for the ICH. OHS shall forward the recommendations and synopses to the ICH no later than two (2) weeks prior to the next regularly scheduled meeting at which the approval of new members will occur.

C. Membership Terms of Service

Once appointed to the ICH, Members shall serve an unlimited term unless the relationship is terminated at either the request of the serving member, member

organization or ICH.² With the exception that general at-large members shall serve a two year term, which may be renewed at the discretion of the ICH.

D. Membership Responsibilities

All Members are expected to attend meetings. Member absences will be noted in the minutes. Other responsibilities may include:

1. Providing oral and/or written comment on issues being discussed by the ICH;
2. Assisting in the development and implementation of task forces, subcommittees and/or committees necessary to conduct the business of the ICH;
3. Supporting and participating in training, summits, and activities sponsored by the ICH;
4. Active participation in the biennial Point-in-Time Count;
5. Reviewing and commenting on documents, such as those concerning the Continuum of Care Homeless Assistance Grant funding; and
6. Providing regular reports and updates regarding ICH activities and progress back to member agencies (i.e., inclusion of ICH agenda and minutes in the agency's official public records).

E. Membership Voting

1. A Member representing more than one Agency or Office shall receive only one vote.
2. A Member shall designate one representative to vote on behalf of the Member and may establish one alternate to vote in the absence of the designated representative.

F. Membership Vacancies

1. ICH membership ends when:
 - a. A Member resigns or is unable to serve for justified reasons; or
 - b. A Member is deemed inactive by the ICH upon the relevant facts that have been presented; or
 - c. A Member is replaced by the sponsoring agency or organization; or

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

- d. A Member is terminated by a majority of the ICH for just cause:
 - i. Charged with a crime that would subject the Member to debarment, suspension, disqualification or other exclusion from participating in a federally funded transaction pursuant to federal law.
 - ii. Unprofessional behavior.
 - iii. Violation of these bylaws.
 - iv. Conduct prejudicial to the best interests of the ICH;
 - v. Lack of participation in three (3) consecutive ICH meetings without prior ICH approval.
 - vi. Just cause as defined by the majority of the ICH.
- 2. Termination of an individual's membership does not terminate the sponsoring agency or organization's representation of the ICH.
- 3. If a Member representative who has been duly notified of ICH meetings misses three meetings within a one-year period, the Chair shall formally and in writing contact the Member requesting a written response of the ability of the Member's representative to continue participation in the ICH. If a written response acceptable to the Chair is not received within 30 calendar days, then the Chair may ask that a new representative be designated.

Article V **Officers**

The ICH shall elect from among its Members a Chair and Vice Chair. Each officer shall serve for a term of two (2) years commencing October 1 and ending September 30 of the second year.

A. Selection of Officers

Officers shall be nominated by the membership and elected to office by a majority vote of the Members present at a meeting in which a quorum has been established.

B. Duties of Officers

- 1. The duties of the Chair shall include:
 - a. Provide oversight, direction and leadership to the ICH.
 - b. Conduct and facilitate ICH Meetings.

- c. Coordinate agenda setting with the Office of Homeless Services (OHS).
 - d. Appoint Committee Chairs.
2. The duties of the Vice Chair shall include:
- a. Perform all of the Chair's duties in the absence of the Chair, unless the Bylaws of the ICH provide otherwise.
 - b. Perform other duties as requested.

Note: In the absence of the Chair and the Vice-Chair the Homeless Services Coordinator shall chair the meeting(s).

Article VI
Vacancies of Officers

Should the office of Chair become vacant prior to the end of the present term, the Vice-Chair shall complete the term of office. The position of the Vice-Chair shall be filled by a special vote at the next regular ICH meeting.

Article VII
Meetings

A. Regular Meetings

Regular meetings of the ICH shall be held at least bi-monthly at a time and date determined by the Members, or as modified by a majority vote of the Members at any regular meeting where a quorum has been established.

B. Special Meetings

A special meeting may be called at any time by the Chair, or at the request of the majority of the Members, by delivering personally or by mail or electronically written notice of the date and purpose of the meeting to each Member 48 hours before the time specified in the notice.

C. Governing Rules

Meetings shall be conducted in accordance with the provisions of the Brown Act (Government Code, section 54950, et seq.) and under Robert's Rules of Order. Each member will be provided with a copy of Roberts Rules of Order at installation.

Article VIII
Quorum

One half of the Members in good standing, plus one, shall constitute a quorum for the transaction of business. The affirmative votes of at least a majority of the Members constituting a quorum at a duly scheduled meeting shall be required to take any action.

A member in good standing is a Member of the ICH who has met membership and attendance requirements.

Article IX
Agenda

The agenda for the regular meetings shall be prepared in consultation with the ICH Chair and distributed by OHS to each Member at least seven (7) calendar days prior to the meeting. The agenda should be accompanied by agenda support materials and shall be posted per the Brown Act requirements.

Article X
Agenda Deadline

All matters to be considered for the agenda must be submitted to the OHS at least fourteen (14) calendar days prior to the meeting.

Article XI
Minutes

Minutes shall be taken and distributed by the Homeless Services Coordinator, or designee. The Chair, and/or the Homeless Services Coordinator shall review and preliminarily approve the minutes prior to distribution. Minutes shall normally go out with the agenda for approval at the next meeting.

Article XII
Amendments

These bylaws may be amended by a two-thirds vote of the Members present at a meeting in which a quorum has been established in compliance with Robert's Rules of Order.

CERTIFICATE OF OHS

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

Date: _____

By: _____
Tom Hernandez - Office of Homeless Services