





**Office of Homeless Services**  
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Item No.	Discussion/ Action Item	
2	Appointment of New Members – Jessica Alexander, Chair	10:40 – 10:45 am
3	Review and Recommend Changes and/or Additions to the ICH Bylaws – Jessica Alexander, Chair	10:45 – 11:15 am
4	Review and Recommend Changes and/or Additions to the ICH Rules & Procedures – Jessica Alexander, Chair	11:15 – 11:45 am
5	Set date, time, location for the next Bylaws and Membership Committee meeting – Jessica Alexander, Chair	11:45 – 11:50 am
<b>Committee Roundtable</b>		
	Open to comments by the Committee Members	11:50– 12:00 pm
<b>Adjournment</b>		
		12:00 pm
<b>Next Committee Meeting</b>	<b>TBD, 2023</b>	

*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**

June 1, 2023

10:00 am – 11:45 am

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

**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"> <li>The meeting was called to order at 10:16 a.m.</li> </ul>
Introductions	Jessica Alexander, Chair	<ul style="list-style-type: none"> <li>Committee Members in attendance:               <ul style="list-style-type: none"> <li>Jessica Alexander, Operation Grace</li> <li>Mike Jones, SBC Sheriff's H.O.P.E Team</li> <li>Paul Fournier, Mountain Homeless Coalition                   <ul style="list-style-type: none"> <li>Absent: Gabriel Fondario, City of Montclair- Homeless Outreach &amp; Code Enforcement</li> <li>Late: Sharon Green, Victor Valley Family Resource Center arrived at approx.: 10:30 am.</li> </ul> </li> </ul> </li> </ul>
PUBLIC COMMENT	PRESENTER	ACTION/OUTCOME
	Jessica Alexander, Chair	<ul style="list-style-type: none"> <li>No Public Comments were made.</li> </ul>
CONSENT	PRESENTER	ACTION/OUTCOME
Approve Minutes of the May 11, 2023, Bylaws & Membership Committee Meeting	Jessica Alexander, Chair	<ul style="list-style-type: none"> <li>A motion was made by Mike Jones and a second by Paul Fournier.</li> <li>A roll call vote was taken: 3 members were in favor: Jessica Alexander, Paul Fournier, Mike Jones</li> <li>2 members were absent: Gabriel Fondario and Sharon Green</li> </ul> <p>Motion passed.</p>
DISCUSSION	PRESENTER	ACTION/OUTCOME
Appointment of New Members	Jessica Alexander, Chair	<p>The Chair mentioned that the ICH has been taking a regional approach in making sure that all the Committees have regional representation, including adding a youth member with lived experience. On behalf of the Chair, OHS reached out to Zelda Pacheco (Family Assistance Program) and Jim Schooler (Town of Yucca Valley) to fill the youth &amp; Morongo Basin seat on the Committee. They are not available at this time and look forward to their future participation.</p> <p>With no further discussion the Chair closed this item.</p>
Review and Recommend Changes and/or Additions to the ICH Bylaws	Jessica Alexander, Chair	<p>The Committee discussed the following recommended changes/edits to the ICH ByLaws.</p> <ol style="list-style-type: none"> <li><b>Article IV Membership, section A. ICH Membership Composition</b></li> </ol> <p>Discussion ensued in regards to the Committee recommendation of additional seats.</p> <ul style="list-style-type: none"> <li>Jessica Alexander: Consultants advising to hold off on making this recommendation as the Governance Ad Hoc Committee are engaging stakeholders broadly to address this issue.</li> <li>Chair deferred to Pat Leslie (consultant-Governance Ad Hoc Committee): Governance Ad Hoc Committee has been charged with the review of the governance charter and structures; to not only make sure they are HUD compliant but that they are also effective in terms of operation. According to HUD rules once the potential governance charter</li> </ul>

revisions, including ByLaws as component of charter, are drafted; they will need to be in consultation with the HMIS lead and CoC. Governance Ad Hoc Committee agreed to take interim steps before governance charter review and recommendations are finalized.

- Jessica Alexander: Asked for role of the HMIS lead in the changes to the governing documents.
- Pat Leslie: HUD regulation 578.7- In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board.

Chair proceeded to the discussion of the recommendation to include representation of youth with lived experience in the ICH Membership Composition and listing out/edits to all the members of the board as follows:

1. One (1) Member from the San Bernardino County Board of Supervisors;
2. One (1) Member from the San Bernardino County Board of Supervisors;
3. City Representative (West Valley Region)
4. City Representative (Central Valley Region)
5. City Representative (East Valley Region)
6. City Representative (Desert Region)
7. City Representative (Mountain Region)
  - Paul Fournier: This region only has one city- Big Bear Lake which has been relatively short staffed. Would like to make the recommendation that if Big Bear neglected to fill represented seat; Mr. Fournier would like this seat to be opened to municipal advisory councils.
  - Jessica Alexander: There is already language in the ByLaws that states the seat will default to At Large position from the same region.
8. Representative from the San Bernardino County Law & Justice Group
9. San Bernardino County Superintendent of Schools
10. Director of Community Development & Housing Agency
11. San Bernardino County Human Services Representative<sup>1</sup>
  - a. Footnote: This member shall represent all agencies in the San Bernardino County Human Services Group and may be filled by an Executive Officer or Director overseeing the San Bernardino County Human Services group or any of the following San Bernardino County 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.
12. Director of the Department of Behavioral Health
13. Director of the Housing Authority of the County of San Bernardino
14. Homeless Provider Network (West Valley Region)
15. Homeless Provider Network (Central Valley Region)
16. Homeless Provider Network (East Valley Region)
17. Homeless Provider Network (Desert Region)
18. Homeless Provider Network (Mountain Region)
19. Transition Aged Youth (TAY) With Lived Experience of Homelessness
  - Pat Leslie: Recommendation to designate the seat to a person with lived experience of homelessness and either give preference to TAY or name this seat as a YAB seat, which is a recommendation from HUD that YAB be represented in as many of the decision-making policy groups for the CoC. HUD requirement is for 60% of YAB members to have live experience.

		<ul style="list-style-type: none"> <li>• Jessica Alexander: Can seat be renamed as TAY with lived experience and give preference to applicants over the age of 18 and add language for recommendation to come from the YAB to meet HUD requirement.</li> <li>• Mike Jones: Recommended a footnote.</li> </ul> <p>Recommended edits and added language: The HPN Chair will automatically serve as the Designated Member, as defined below, from his/her region. <b>All other regions shall be represented by the HPN Regional Committee Chair.</b></p> <ul style="list-style-type: none"> <li>• Sharon Green: Will the term continue as HPN or CoC.</li> <li>• Jessica Alexander: Will continue to use HPN until the Governance Committee makes changes to governance charter.</li> <li>• Sharon Green: How can we address government heavy involvement on the board.</li> <li>• Jessica Alexander: Governance Committee is looking at representation of the board to see if it is representative of the CoC. Governance Committee is working on a board matrix to look at current board representation. Jessica deferred to Pat Leslie to provide additional information.</li> <li>• Pat Leslie: Refined board matrix based on feedback from Governance Ad Hoc members; matrix complies with all HUD requirements, regional representation, and expertise. Will be provided to ICH board members in the next 3 weeks to complete.</li> </ul> <p>Recommended edits and added language: Should a <b>vacancy occur in a HPN Regional Committee Chair position, the designated ICH Alternate Member, as defined below, shall represent the region until a new Chair is elected by the regional membership.</b> <del>seat not be filled within thirty (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.</del></p> <ul style="list-style-type: none"> <li>• Sophie Curtis (ICH Counsel): Will an HPN committee chair member have to meet the requirement of being limited to attending only 3 regular meetings, as required by an alternate.</li> <li>• Jessica Alexander: Might be necessary to exempt the requirement from this HPN alternate member from the 3-meeting max limitation.</li> </ul> <p><b>2. Article IV <u>Membership</u>, section B. Membership Application and Approval Process</b></p> <p>Recommended edits/language added: <b>All listed ICH Members shall annually, prior to the first regularly scheduled ICH meeting of the year, designate in writing the names of the (1) individual designated to serve as the voting representative on the ICH for the calendar year (“Designated Member”), and (2) the alternate (“Alternate Member”). Designees recommended in lieu of the above-listed positions as the “Designated Member” must comply with the application process described below.</b></p> <p>Solicitation for ICH membership applications for unfilled positions, <b>when applicable</b>, shall begin no less than <del>eight</del> four (4) 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.</p> <p><b>All aApplications must be submitted on forms provided by OHS and</b> accompanied by a Letter of Recommendation from the sponsoring ICH Member agency or organization or an individual Member of the ICH.</p> <p><del>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.</del></p>
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The ICH will establish an ad hoc Application Review Committee as needed to review applications and develop a screening process. The Application Review Committee Applications for ICH membership shall be reviewed by the Bylaws and Membership Committee within two (2) weeks of receipt. The Bylaws and Membership Committee will recommend candidates for appointment to the ICH at the next regular ICH meeting following the review of applications.

- Paul Fournier: Foresees issues with having to meet within two weeks after receiving applications.
- Jessica Alexander: Changes being made are intended to stabilize board. At the beginning of the year members will list out designees.
- Mike Jones: Edit language to meet prior to next ICH meeting versus two weeks and adding a timeline to the call for application.
- Sophie Curtis (ICH Counsel): Can add language of timeline as specified by OHS but not to exceed 30 days. The Alternate can attend the ICH meeting while ByLaws meets to review applications.

**3. Article IV Membership, section C. Membership Terms of Service**

Recommended edits/language added: Once appointed ~~annually~~ **annually designated** to the ICH pursuant to Article IV (B), **Designated and Alternate** Members shall serve an unlimited term unless **replaced in a subsequent annual designation made pursuant to Article IV (B),** or the relationship is terminated pursuant to the terms of Article IV(F) of these Bylaws.

- a. Footnote: ~~At least ninety (90) days notice shall be given unless otherwise mutually agreed.~~

- Jessica Alexander: Governance Committee handling this item.

**4. Article IV Membership, section D. Membership Responsibilities**

Recommended edits/language added: All **Designated** Members are expected to attend **all ICH** meetings. **Except for the HPN Regional Committee Chairs, Alternate Members shall not attend more than three (3) regularly scheduled ICH meetings each calendar year without Chair approval.** **Designated** Member absences will be noted in the minutes. Other **Designated Member** responsibilities may include:

- Mike Jones: Should be an emergency clause for instances requiring extended leave with approval of the Chair.
- Sophie Curtis (ICH Counsel): Can add the following clause: The Chair may approve Alternate Member attendance at more than three (3) regularly scheduled ICH meetings in a calendar year in the following instances: Designated Member illness, illness of an immediate family member of a Designated Member, or other documented emergency circumstances in which regular attendance is rendered infeasible.
- Committee members were in agreement.

**5. Article IV Membership, section E. Membership Voting**

Recommended edits/language added:

1. A **Designated** Member representing more than one Agency or Office shall receive only one vote.
2. **Each listed ICH Member shall have a A Member Designated Member shall with the designated one representative to authority to vote on behalf of the Member-listed ICH Member and may establish one an Alternate Member alternate to vote in the absence of the Member or Designated Representative Member, subject to the attendance limitations set forth in Article IV(D).**

**6. Article IV Membership, section F. Membership Vacancies**

Recommended edits/language added:

1. ~~ICH~~ Designated Membership ends when:
  - a. A **Designated** Member resigns or is unable to serve for justified reasons; or
  - b. A **Designated** Member is deemed inactive by the ICH upon the relevant facts that have been presented; or
  - c. A **Designated** Member is replaced by the sponsoring agency or organization; or
  - d. A **Designated** Member is terminated by a majority of the ICH for just cause:
    - i. Charged with a crime that would subject the **Designated** 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~~ **regular** ICH meetings **in a calendar year** without prior ~~ICH~~ **Chair** approval **as set forth in Article IV(D) above.**
    - vi. Just cause as defined by the majority of the ICH.
2. Termination of a **Designated Member's term** ~~an individual's membership~~ does not terminate the sponsoring agency or organization's representation ~~of~~ on the ICH.
3. If a **Designated** Member representative who has been duly notified of ICH meetings misses three **regular** ICH meetings within a ~~one year~~ **calendar year** period, **without Chair approval provided under Article IV(D) above**, the Chair shall **submit a written request to the Designated Member formally and in writing** ~~contact the Member~~ requesting a written response of the ability of the ~~Members~~ **Designated Member** representative to continue participation ~~in~~ on the ICH. **If the Chair does not receive a written response acceptable to the Chair is not received within thirty (30) calendar days, then the Chair may ask that a new representative Designated Member be designated assigned through the application process.**

**7. Article V Officers**

Recommended edits/language added: The ICH shall elect from among its **Designated** 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.

**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~~ **Set the agenda setting with the assistance of Office of Homeless Services OHS staff.**
  - 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, a ~~OHS of the Office of Homeless Services~~ staff member shall chair the meeting(s).

- 8. **Article VI Vacancies of Officers** – No changes
- 9. **Article VII Meetings**

Recommended edits/language added:

**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~~ **in accordance with the Brown Act (Government Code section 54950, et seq.)**.

**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~~ **Designated Member** will be provided with a copy of Roberts Rules of Order at installation.

- 10. **Article VIII Quorum** – No Changes
- 11. **Article IX Agenda**

Recommended edits/language added: 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~~ **in accordance with the Brown Act**. The agenda should be accompanied by agenda support materials and shall be posted per the Brown Act requirements.

- 12. **Article X Agenda Deadline** – No changes
- 13. **Article XI Minutes**

Recommended edits/language added: Minutes shall be taken and distributed by the ~~Office of Homeless Services~~ **OHS**, or designee. The Chair, ~~and/or the Office of Homeless Services~~ **and the OHS** shall review and preliminarily approve the minutes prior to distribution. Minutes shall normally go out with the agenda for approval at the next meeting.



		14. <b>Article XII Amendments</b> – No Changes Recommendation used by ICH Counsel to draft changes for review by the Committee at the next meeting
Review and Recommend Changes and/or Additions to the ICH Rules & Procedures	Jessica Alexander, Chair	Tabled for next meeting due to lack of time.
Set date, time, location for the next Bylaws and Membership Committee meeting	Jessica Alexander, Chair	Chair opened item for discussion: <ul style="list-style-type: none"> <li>• Committee members discussed having a Special meeting on June 12, 2023 at 10:30 am; with the assistance of OHS to secure a location in the Central Valley.</li> <li>• All were in favor. None opposed or abstained.</li> <li>• Absent: Gabriel Fondario</li> </ul>
<b>COMMITTEE ROUNDTABLE</b>	<b>PRESENTER</b>	
	Jessica Alexander, Chair	The Chair opened the floor for comment to the Committee Members.  With no further business, chair closed roundtable.
<b>Adjournment</b>		<ul style="list-style-type: none"> <li>• Being no further business, the meeting was adjourned at 11:45 a.m.</li> </ul>
<b>Next Meeting</b>		The next ByLaws & Membership Committee Special Meeting will be held on:  <b><u>Monday, June 12, 2023</u></b> <b><u>10:30 am – 12:00 pm</u></b> <b><u>Address: Program Development Division (Conference Room B)</u></b> <b><u>825 E. Hospitality Lane, San Bernardino, CA 92415</u></b>

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Attendees on June 1, 2023 • Interagency Council on Homelessness – ByLaws & Membership Committee Meeting				
LAST NAME	FIRST NAME	ORGANIZATION	PHONE NUMBER	EMAIL
ALEXANDER	DIANA	ICH Assistant Executive Officer		<a href="mailto:diana.alexander@cao.sbcounty.gov">diana.alexander@cao.sbcounty.gov</a>
ALEXANDER	JESSICA	Operation Grace	909-382-8540	<a href="mailto:pastoriessicaalexander@gmail.com">pastoriessicaalexander@gmail.com</a>
CURTIS	SOPHIE	ICH Counsel		
FOURNIER	PAUL	Mountain Homeless Coalition		<a href="mailto:paul.fournier@lsssc.org">paul.fournier@lsssc.org</a>
GREEN	SHARON	Victor Valley Family Resource Center	760-669-0300	<a href="mailto:sgreen@vvfrc.com">sgreen@vvfrc.com</a>
LESLIE	PAT	Governance Ad Hoc Committee- Consultant		<a href="mailto:lesliepat606@gmail.com">lesliepat606@gmail.com</a>
JONES	MIKE	Deputy Sheriff HOPE Team		<a href="mailto:mjones@sbcasd.org">mjones@sbcasd.org</a>
STEVENS	KRISTIN	Office of Homeless Services	909-501-0644	<a href="mailto:kristin.stevens@hss.sbcounty.gov">kristin.stevens@hss.sbcounty.gov</a>

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