



**San Bernardino County Homeless Partnership
Homeless Provider Network (HPN)**

**Tuesday, January 14, 2020 • 1:00 p.m. to 3:00 p.m.
County of San Bernardino Health Services Auditorium
850 E. Foothill Blvd., Rialto, CA 92376**

AGENDA

OPENING REMARKS	PRESENTER
A. Call to Order (3 minutes) B. Welcome and Introductions (10 minutes)	Sharon Green
REPORTS & UPDATES	
C. Regional Representatives (3 mins each) a. Central Valley b. Desert c. East Valley/Morongo Basin d. Mountain e. West Valley	Jessica Alexander Jimmy Waldron Wayne Hamilton Wendell Wilson Don Smith
CONSENT ITEMS (5 mins)	
D. Approve Minutes from the October 8, 2019 Meeting	Sharon Green
PRESENTATIONS	
E. HHAP Review (5 min max) F. Review of New ICH Committee and Regional – Rules and Procedures (7 min)	Tom Hernandez Don Smith
DISCUSSION	
G. HPN By-Laws Review and Recommendations	Sharon Green
CLOSING	
H. HPN Member News, Updates, Issues and Announcements (30 sec plugs) I. Public Comment (3 mins) J. Adjournment	HPN Members/Attendees Sharon Green
Next Meeting:	Countywide HPN will next meet on: April 14, 2020 Department of Behavioral Health County of San Bernardino Health Services (CSBHS) ▪ Auditorium 850 E. Foothill Blvd. Rialto, CA 92376

In September 2007, the San Bernardino County Homeless Partnership (SBCHP) was formed to provide a more focused approach to our goal of ending homelessness within the County. The Partnership consists of city governments, community based organizations, faith-based organizations, educational institutes, non-profit organizations, private industry, and federal, state, and local government.

SBCHP was developed to promote a strong collaboration between agencies to direct the planning, development, and implementation of the County's 10-year-plan to end chronic homelessness. The Partnership meets on the third Wednesday of each month at the Behavioral Health Resource Center in Rialto. The Partnership facilitates better communication, planning, coordination, and cooperation among all entities that provide services and/or resources for the relief of homelessness in San Bernardino County.

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 SAN BERNARDINO COUNTY HOMELESS PARTNERSHIP 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) 386-8297 AND THE OFFICE IS LOCATED AT 303 E. VANDERBILT WAY SAN BERNARDINO, CA 92415. <http://www.sbcounty.gov/sbchp/>

AGENDA AND SUPPORTING DOCUMENTATION CAN BE OBTAINED AT 303 E VANDERBILT WAY, SAN BERNARDINO, CA 92415 OR BY EMAIL: HOMELESSRFP@HSS.SBCOUNTY.GOV.

Minutes for San Bernardino County Office of Homeless Services Homeless Provider Network Meeting

October 8, 2019
1:00 P.M. – 3:00 P.M.
County of San Bernardino Health Services
850 E. Foothill Blvd. • Rialto, CA 92376

Minutes Recorded and Transcribed by Amy Edwards, Secretary I, Office of Homeless Services

OPENING REMARKS	PRESENTER	ACTION/OUTCOME
Call to Order Welcome and Introductions	Don Smith	<ul style="list-style-type: none"> ▪ The meeting was called to order at 1:08 p.m. Attendees were welcomed to the meeting and asked to introduce themselves.
UPDATES		
Updates from representatives on progress of regional meetings	<p>Jessica Alexander Central Valley</p> <p>Jimmy Waldron Desert Region</p> <p>Wayne Hamilton East Valley</p> <p>Wendell Wilson Mountain</p> <p>Don Smith West Valley</p>	<ul style="list-style-type: none"> • Central Valley met in September. We had a presentation from Dawn Jones, Office of Homeless Services, on all the recent changes to the Interagency Council on Homelessness (ICH) board. • Marcela Manzo provided an update on the Coordinated Entry System (CES) as well as information on how CES can support our agencies with data when applying for grants. • Central Valley had great attendance and great discussion. We normally go dark in the month of November; however with all of the new changes we feel it is important to have a meeting. Please watch your emails for a meeting notification. • The desert region was unable to meet in September due to a mandatory HEAP training. We did meet in August and had a presentation from Maricela Manzo on the Coordinated Entry System. • November we go dark for the Homeless Summit. In December we plan to move our meeting location to the IEHP Community Center. It's a larger space as our attendance is beginning to grow. We look forward to the new changes coming our way. • At the last meeting in the Morongo Basin we had a presentation from IEHP on how they can collaborate with the agencies in our area to best serve our clients with healthcare and housing needs. • We are currently looking at property for a resource center. It will be a place our clients can come to seek services in one location. • At the last Mountain region meeting we had a presentation from Mental Health Services and we are excited to announce that they are willing to expand their services to the mountains. • Mental Health Services helped us in transporting 18 individuals down the mountain for the dental clinic that took place in San Bernardino. • We had two successful outreach events, one in Crestline and one in Big Bear where we had about 25 individuals from Crestline and about 60 from Big Bear attend. We provide the services they needed, showers, meals and gave them gift cards. InnRoads came up with their new vehicle and provide health screenings and flu shots. • In the West Valley we continue to focus on housing solutions and housing options. • In August we had a presentation from Essential Living Houses, Ruben Palagonia. They are located in San Bernardino and manufacture 10x10 manufactured homes that can be used for temporary or

	<p>Dawn Jones Interagency Council on Homelessness (ICH/OHS)</p>	<p>permanent housing. Ruben showed us a model of what these homes look like. He also has one on display at his location in San Bernardino if anyone is interested. We discussed how this would be a great affordable housing option.</p> <ul style="list-style-type: none"> • In September we had a presentation from Desiree Rivera, Us Vets on shared housing and the model they are using to house veterans. • ZaZette Scott from Team Heart Ministries also presented on Cooperative living arrangements and we look forward to learning more about this and working with ZaZette. • Our next meeting is November 13th where we will talk about all of the recent changes to the HPN and ICH structure. <ul style="list-style-type: none"> • On August 28th ICH approved the recommended changes to the San Bernardino County Continuum of Care Operations and Governance Manual and Bylaws. One of the major changes was the change in membership where the board went from 40 members down to 19. This is all based on a regional approach to get us prepared for the HHAP funds coming down from the state. • On August 30th the Office of Homeless Services submitted the CoC application. • At the September 25th ICH meeting we had a presentation from Dr. Joe Colletti on the Multi-Jurisdictional Homeless Strategic Plan which was adopted by ICH. • ICH approved the appointment of three ICH members: <ul style="list-style-type: none"> ○ Richard Arnold for the Mountain City Regional Representative ○ Keith Metzler for the Desert City Regional Representative ○ Levi Deatherage for the Formerly Homeless Representative • All of these changes to ICH are for preparation for the Homeless Housing, assistance and Prevention Program (HHAP) which was signed into law by Governor Newsom on July 31, 2019. It is a one-time block grant that provides local jurisdictions with funds to support regional coordination to address their immediate homelessness challenges. These funds are based on a jurisdictional approach so we are working on getting ready for that. More information to come on this as it is provided to us. • OHS will be hosting their annual Homeless Summit on November 6th and the Ontario Airport Hotel. Registration is still available but very limited. If you are interested in attending go to our website: www.sbcounty.gov/dbh/sbchp to register. • The CES Technical Assistance is taking place with six focus groups that are being structured. They will be reaching out to agencies to participate. We ask that if you are contacted to please participate and help us with this project.
CONSENT ITEMS		
<p>Approve Minutes from the July 9, 2019 Meeting Approve the 2020 Quarterly HPN Meeting Schedule</p>	<p>Sharon Green</p>	<ul style="list-style-type: none"> • A motion was made by Jimmy Waldron and a second was made by Wayne Hamilton to approve the Consent Calendar as written. All were in favor. None opposed or abstained. The minutes were approved.
PRESENTATION		
<p>Coordinated Entry System (CES)</p>	<p>Marisela Manzo Jasmine Martinez</p>	<ul style="list-style-type: none"> • Marisela and Jasmine gave a presentation on the Coordinated Entry System. What the role of CES is, the populations they serve, and the CES process. • We will be providing a series of workshops for providers and advocates who would like more information on the process of CES and what assistance is available for those experiencing homelessness.

<p>Inland Counties Legal Services</p>	<p>Linda Petite Pablo Ramirez</p>	<ul style="list-style-type: none"> • Inland Counties Legal Services (ICLS) provided a presentation on their services. • ICLS provides legal assistance to low income individuals, families, and seniors free of charge. • ICLS serves San Bernardino and riverside Counties. • Eligibility is based on Income, priority issues and legal status. • ICLS does no assist in criminal matters but provides counsel and advice on most civil legal issues. <ul style="list-style-type: none"> ○ Brief Services – document preparation. ○ Negotiations ○ Representation – court and administration ○ No conflicts – limited fee generating cases. • ICLS provides community education opportunities in the following areas: <ul style="list-style-type: none"> ○ Landlord/Tenant/Affordable housing ○ Estate Planning ○ Social Security Administration ○ Consumer and Debt ○ Medicare and Medi-Cal ○ Domestic Violence ○ Elder Abuse ○ Veterans Legal Assistance • ICLS has a Housing Practice Group that focuses on increasing, preserving and improving affordable housing by expanding and enforcing rights of low-income tenants and homeowners. The housing Practice Group also fights to preserve the rights for racial and ethnic minorities. This group focuses on: <ul style="list-style-type: none"> ○ Unlawful Detainers ○ Affordable housing terminations including vouchers, project based and VASH ○ Eviction Defense ○ Foreclosure Prevention ○ Mortgage and real estate fraud ○ Mobile Home tenancies ○ Section 8 Subsidized housing • To see if you qualify for general legal assistance you may call 1-888-245-4257 or apply online at: http://www.inlandlegal.org
<p>High Desert Warming Shelter</p>	<p>Jimmy Waldron</p>	<ul style="list-style-type: none"> • The Victor Valley Warming Shelter will be opening soon. We are finalizing our location. I submitted a zoning application for a church next to the fairgrounds as a temporary location until a permanent location has been found. Unfortunately that application was denied but another location was identified and we are waiting on a conditional use permit. Once we receive that we will announce the location address. • The shelter operates when the temperature is 40 degrees or below and it is open from 6:30 pm – 7:00 am. We are hoping to be up and running the first of November through March. • We are in the process of discussing opening a navigation center in the city of Victorville. It will be collaboration with the cities and the providers but it will be a 24hr navigation center where individuals can seek assistance and shelter.
<p>DISCUSSION</p>		
<p>Recommendation to ICH Board regarding ICH Chairs</p>	<p>Don Smith Jessica Alexander Sharon Green</p>	<ul style="list-style-type: none"> • ICH has made changes to the structure of the board. You currently have five HPN members on ICH to represent you. • These changes were kind of thrust at us with no real direction or refinement. • These changes will have an impact on our bylaws and we will need to figure out how we need to restructure ours to reflect those changes. If anyone is interested in participating in reviewing our bylaws

		<p>please let me know and we will include you in on those discussions.</p> <ul style="list-style-type: none"> As we develop these regional meetings we want to know if any of you have any concerns or recommendations that you would like us to take back to these committee meetings or to ICH. <ul style="list-style-type: none"> Some concerns are on how the chair of a committee is chosen on ICH. HPN members feel the oversight committee should have a chair that has knowledge of state and federal funds should have experience providing services, should be respectful and culturally competent. Some regions such as the mountains are unincorporated and have only one city that doesn't always participate. How do we make sure we are meeting their needs and concerns if they aren't actively participating? How do we get the resources and knowledge of funding to the cities? There are funds available that cities have to apply for but they don't necessarily have knowledge about it. How do we make sure they get that information?
HPN MEMBER ANNOUNCEMENTS		
	<p>Gary Madden</p> <p>Linda Petite</p> <p>Wendell Wilson</p> <p>Dawn Jones</p> <p>Marisela Manzo</p> <p>Don Smith</p>	<ul style="list-style-type: none"> Move the Needle Summit 2019 hosted by Connect IE will be held on October 29th 8am-3:30pm at the WayWorld outreach in San Bernardino. This is a great event. Registration is still open. I will ask OHS to forward the flyer. The Colton Lions Club will be hosting a Free Vision Screening & Glasses event on Saturday, December 21st at the Gonzales Community Center. This week it will be in the 20's in Big Bear. We have people in need of shelter. Right now we don't have any land or money to provide a shelter so were are looking for ideas. Today the Board of Supervisors approved funding through the Chance Project for the Mountain Homeless Coalition for Navigation Services. The CES focus groups should be announced soon. Please participate. We don't know what to fix if you don't tell us. Point In Time Count was announced to be January 23rd. look for more announcements on how to participate.
Adjournment		Being no further business to discuss, the meeting was adjourned at 2:56 p.m.
Next Meeting		HPN will next meet on January 14, 2020 from 1:00 pm – 3:00 pm at the County of San Bernardino Health Services Center located at 850 E. Foothill Blvd., Rialto, CA 92376.

October 8, 2019 ATTENDEES:

ALEXANDER	JESSICA	Operation Grace	909-382-8540	pastorjessicaalexander@gmail.com
ARNOLD	RICHARD	Homeless Mountain Coalition	909-677-3434	Moccasinman333@gmail.com
AVILA	DAHLIA	CT II		Dahlia.avila@dbh.sbcounty.gov
BOSSIEUX	ANDRE	Department of Behavioral Health		abossieux@dbh.sbcounty.gov
BRADY	CHRISTY	Director	909-501-9452	cbrady@stepuponsecond.org
BRUCKNER	CAROL			
COX	KATHLEEN	Probation	909-915-6689	Kathleen.cox@prob.sbcounty.gov
DANG	TORI	DAAS	909-453-5259	Tori.dang@dph.sbcounty.gov
EVANS	LESLIE	Clay Counseling	909-380-5761	leslie@claycounselingsolutions.com
FIGARO	SARAH	Lighthouse SSC	909-494-6676	sarahf@lighthouse-ssc.org

FOSSETT	VINCENT	Clay Foundation	909-616-2589	Vincent@claycounselingsolutions.com
FOURNIER	PAUL	Mountain Homeless Coalition	909-307-4467	Pwf.mhc@gmail.com
GALLEGOS	Maria	City of San Bernardino	909-384-7267	Gallegos_ma@sbcity.org
GARCIA-ROBLES	FAVIOLA	Navigator	909-806-1816	Faviola.garcia-robles@dignityhealthy.org
GAVIN	ERIC		909-257-5208	
GONZALES	RONALD	InnRoads		Ronald.gonzales@dbh.sbcounty.gov
GREEN	SHARON	Victor Valley Family Resource Center	760-887-1909	sgreen@vfvrc.com
HALL	CARMEN	Exec. Director - LMWS, Inc. Pacific Lifeline	909-292-3184	pacificlifeline@earthlink.net
HAMILTON	WAYNE	Morongo Unified School District		Wayne_Hamilton@morongo.k12.ca.us
HERNANDEZ	TOM	Office of Homeless Services	909-386-8208	thernandez@dbh.sbcounty.gov
KITOWSKI	DAN	Step Up On Second	909-963-5355	dkitowski@stepuponsecond.org
LAAKE	MIA	Illumination Foundation	909-969-1405	
LONGDON	TINA	InnRoads		
MADDEN	GARY	Director 211	909-980-2857	gmadden@ieuw.org
MANZO	MARICELA	211	909-980-2857	mmanzo@ieuw.org
MARTINEZ	SELRIO	Program Manager	909-884-2722	smartinez@fapinfo.org
MONTREZ	JHONNE	Unite Way	951-732-2234	jmontrez@ieuw.org
MOORE	UJIMA	Case Manager	909-381-6921	umoore@lsssc.org
OSTRINSKI	TELICE	SBCUSD		
PEREZ	VANESSA	Time for Change Foundation		
PEREZ-MACIAS	CYNTHIA	Probation	909-266-4473	Cynthia.Perez-Macias@prob.sbcounty.gov
PERKINS	LOIS	Life Community Development	760-246-0691	lperkins@lifecommunitydevelopment.org
PETITE	LINDA	Paralegal III	951-368-2558	petite@icls.com
PRECIADO	JUAN	Probation	909-434-5259	Juan.Preciado@prob.sbcounty.gov
RAMIREZ	DAVID	DAAS		David.Ramirez@hss.sbcounty.gov
RAMIREZ	PABLO	ICLS	951-368-2563	pramirez@icls.org
RODRIGUEZ	KATELYN	Colton	909-370-5524	khazelip@coltonca.gov
SAHAGUN	STEVEN	CES SW		Steven.sahagun@va.gov
SANQUIST	JERAMY	DBH	909-677-3608	jsanquist@dbh.sbcounty.gov
SANTIAGO	MANUAL	Community Health	909-882-4283	Manual.santiago@dignityhealth.org
SCOTT	ZAZETTE	Legal homeless Coordinator	909-908-8053	zazette@theswag.org
SIPP	TAMARA	PCM	858-652-+1211	Ravenshope.etc@gmail.com
SMITH	TINA	FSA Redlands Program Director	909-793-2673	rfstina@outlook.com
SMITH	DON	Creating Community Solutions	909-210-0639	donsmithsolutions@outlook.com
SOLDANO	DORA	Executive Director	909-282-7224	
SPENCER	DAWN	KEYS		
TOWERS	AMANDA	Housing Authority		
ULIBARRI	ANNA	Water of Life		
VILLASENOR	CINDY	Case Management Manager	323-405-3628	cvillasenor@ifhomeless.org
WALDRON	JIMMY	High Desert Homeless	760-420-6980	jimmy.waldron@yahoo.com
WESS	MARCELLE	DBH		Marcel.wess@dbh.sbcounty.gov
WHITE	CYNTHIA	InnRoads	909-421-4657	cwhite@dbh.sbcounty.gov
WILSON	WENDELL	Mountain Homeless Coalition	360-350-8692	wendellcw200@gmail.com
WISHUM	AVER	LHSSC	951-842-4421	averw@lighthouse-ssc.org
YOUNG-LOWE	KARYN	Light house Social Services		

**San Bernardino County Homeless Partnership
Homeless Provider Network**

BY-LAWS – **SIXTH AMENDED**

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 (Partnership) is to provide a system of care network that is inclusive, well planned, coordinated and evaluated and is accessible to all who are homeless or at-risk of being homeless.

**Article I:
Purpose**

The Homeless Provider Network (HPN) is a vital component of the Partnership. The purpose of the HPN is to develop and implement measurable goals and objectives to address the needs of the homeless in San Bernardino County in accordance with the 10-Year Strategy to End Homelessness, coordinate services, develop collaborative relationships, and share information and resources. The HPN shall consist of five (5) Regions as defined in Article IV.

**Article II:
Vision**

The purpose of the Partnership is to end chronic homelessness and reduce the instance of episodic homelessness in the County of San Bernardino. This will be accomplished through collaborative partnerships with federal, state, and local governments, social services agencies and community and faith-based organizations. To that end, the HPN shall facilitate a joint working approach through regional and countywide collaboration among HPN members to implement the action steps adopted in the 10-Year Strategy **and the San Bernardino County Multijurisdictional Homeless Action Plan adopted in 2019.**

**Article III:
Objectives**

- A. Serve as an Advisory Body to the Interagency Council on Homelessness (ICH).
- B. Develop new programs or redesign current programs to coordinate the effectiveness and comprehensive delivery of services and resources.

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First Amended	January 2013
Second Amended	May 2014
Third Amended	April 2016
Fourth Amended	April 2017
Fifth Amended	July 2017

- C. Endeavor to remain on the cutting edge of innovation in homeless programs and service delivery.
- D. Strive to fully utilize the Homeless Management Information System (HMIS) for data collection and analysis **and the Coordinated Entry System for service delivery prioritization and resource alignment.**
- E. Identify gaps in services and best practices.
- F. Monitor proposed legislation.

Article IV:
Regional Committees

- A. HPN members are organized into the following Regional Committees based on the member’s service area:

- West Valley Region: Encompasses the cities of Chino, Chino Hills, Montclair, Ontario, Rancho Cucamonga, Upland, and the surrounding unincorporated communities.
- Central Valley Region: Encompasses the cities of Colton, Fontana, Grand Terrace, Highland, Loma Linda, Redlands, Rialto, San Bernardino, Yucaipa, and the surrounding unincorporated communities.
- East Valley Region: Encompasses the cities of Needles, Twenty-nine Palms, Yucca Valley, and the surrounding unincorporated communities.
- Desert Region: Encompasses the cities of Adelanto, Apple Valley, Barstow, Hesperia, Victorville, and the surrounding unincorporated communities.
- Mountain Region: Encompasses the city of Big Bear and the unincorporated communities which include Blue Jay, Cedar Glen, Cedarpines Park, Crestline, Forest Falls, Green Valley Lake, Lake Arrowhead, Rim Forest, Running Springs, Skyforest, Sugarloaf, and Twin Peaks.

A member **organization or group** whose service area covers more than one Region shall designate a Region as their primary service area. Members may participate in

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meetings and activities outside of their designated Region, but may only hold ~~the office of Regional Representative~~ **an elected office** in their designation Region.

- B. The functions of the Regional Committees shall include:
1. Develop efficient and effective regional partnerships to enhance local Continuum of Care service activities through coordinated efforts consistent with the Vision and Objectives of the HPN.
 2. Implement regional HPN projects and activities.
 3. Provide a forum for addressing region-specific issues and concerns related to the provision of homeless services.
 4. Report to the HPN on the progress of regional projects.
 5. Other roles and tasks as assigned by the HPN and/or the ICH.

**Article V:
Membership**

- A. Any person, group, or organization within San Bernardino County or any organization providing homeless services, or related services, to San Bernardino County residents may ~~seek membership~~ **may participate** in the HPN **meetings and activities**. ~~Each Member may have one voting representative and two alternates. A representative may only exercise voting authority for a single group or organization.~~
- B. **Any public or private entity involved in the provision of services to homeless individuals and families or other activities to address homelessness within San Bernardino County may seek membership in the HPN.**
- C. **Each Member group or organization in good standing may have one voting representative and up to 2 alternates. A representative may only exercise voting authority for a single group or organization and only within one HPN Region.**
- D. ~~A person,~~ group or organization is considered to be a member in good standing if ~~he, she or~~ the entity, has a valid member registration on file with the Office of Homeless Services (OHS) and has not missed more than one (1) **All County HPN** and two (2) Regional Committee meetings during the previous six month period.
- E. If a Member **group or organization** has missed more than the designated number of meetings in a six month period without providing prior explanation to OHS by

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email or telephone (“excused absence”), that Member will be placed on the inactive rolls ~~for a minimum of three meetings. A Member will be limited to two excused absences during any twelve month period.~~ An inactive Member may become active by submitting a written request to OHS ~~any time after the three meeting suspension.~~ Inactive Members will receive notice of their inactive status.

Article VI:
Officers

- A. The Officers of the HPN shall consist of a Chair, Vice Chair and five (5) Regional ~~Representatives~~ **Committee Chairs**, one from each Region. An officer must be a voting representative of a Member **organization** in good standing. No person shall be elected to hold the position unless he or she accepts the nomination. Each officer shall serve for a term of two (2) years. The program years shall be aligned with that of the ICH.

- B. **Additionally, each Regional Committee shall elect the designated number of delegates to serve on their ICH-HPN Regional Steering Committee. Regional Steering Committee delegates must be a voting representative of a Member organization in good standing located within or designated as their primary Region. Each delegate shall serve for a term of two (2) years. The program years shall be aligned with that of the ICH.**

- C. Election of Officers
 - 1. The **HPN** Chair and Vice Chair shall be nominated by the membership and elected to office by a majority vote of the Members present at an HPN meeting in which a quorum has been established.

 - 2. Each Region shall nominate one or more candidates to serve as their Regional **Committee Chair and ICH** Representative. One (1) Representative from each Region shall be elected to office by a majority vote of the Members present at a HPN Regional meeting in which a quorum has been established.

 - 3. **Regional Steering Committee delegates shall be nominated by the regional membership and elected to serve by a majority vote of the voting Members present at an HPN Regional Committee meeting in which a quorum has been established. If a majority vote does not achieve the designated number of regional delegates, the remaining positions will go to the nominees with the next highest number of votes.**

Article VII:

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Duties of Officers

- A. HPN Officers shall ensure that the functions of the HPN are carried out, which include:
1. Prepare recommendations and adjustments to the 10 Year Strategy to End Homelessness and any subordinate plans as appropriate as directed by the ICH.
 2. Develop annual goals and work plans for the HPN and Regional Committees.
 3. Assist in the promotion of the annual Continuum of Care application process as needed.
 4. Communicate innovations, concerns, and recommendations to the ICH on countywide and/or regional homeless related policies and issues.
 5. Perform other duties as established by the ICH.
- B. The duties of the Chair shall include:
1. Provide oversight, direction and leadership to the HPN and Regional Representatives.
 2. Conduct and facilitate HPN Meetings.
 3. Interact with all Partnership members.
 4. Coordinate HPN agenda setting and HPN activities with OHS.
 5. Serve as an HPN representative to the ICH.
 6. Report activities of the HPN to the ICH during the regularly scheduled meetings of the ICH.
 7. Appoint chairs for Standing Subcommittees, Ad Hoc Committees and Special Task Forces, and members thereto, as needed.
- C. The duties of the Vice Chair shall include:
1. Act as Chair in the absence of the chairperson.

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2. Provide oversight, direction and leadership to the Chairs of the Standing Subcommittees, Ad hoc Committees and Special Task Forces.
3. Serve as ICH alternate in the absence of the Chair.
4. Perform other duties as assigned.

D. The duties of the Regional ~~Representatives~~ **Committee Chair** shall include:

1. Convene all meetings of their assigned Regional Committee.
2. **Serve as Co-Chair and convene meetings of their assigned ICH-HPN Regional Steering Committee**
3. Appoint a Regional Secretary **and ICH Alternate from among the regional delegates** for their assigned Regional Committee.
4. Report findings, recommendations and actions of the Regional Committee to the HPN during the Quarterly HPN meetings.
5. Coordinate Regional ~~HPN~~ agenda setting and activities with OHS.
6. Ensure official minutes of each meeting of assigned Regional Committees ~~are~~ are prepared, indicating attendance and actions taken, and filed with OHS.
7. Coordinate all activities with the **ICH**, HPN and OHS.
8. Serve as an HPN representative to the ICH. **In the case where the HPN Chair serves as the regional representative to the ICH, the Regional Chair shall serve as their Alternate.**
9. Perform other duties as assigned.

E. The OHS staff shall act as administrative support to the HPN and its five Regional Committees and the duties shall include:

1. Assist the Chair and Regional Representatives in the preparation of an agenda for each regular and special meeting of the HPN and Regional Committee meetings. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the meeting and shall be posted at least 72 hours before

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any regular meeting and 24 hours before any special meeting in a location that is freely accessible to members of the public.

2. Prepare official minutes of each HPN regular and special meeting indicating attendance and recording actions taken at each meeting.
3. Convene the meeting of the HPN in the absence of the Chair and Vice Chair.

**Article VIII:
Vacancies of Offices**

- A. 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 HPN meeting, unless the Members direct otherwise.
- B. Vacancies in other offices shall be filled by appointment of the Chair subject to the ratification of the HPN Members by simple majority vote.

**Article IX:
Code of Conduct**

- A. The Members of the HPN are expected to observe the highest standards of ethical conduct in the participation and execution of full HPN and HPN regional meetings. HPN Members are expected to carry out the mandate of the HPN to the best of their ability, and to maintain the highest standards of integrity for actions with other Members of the HPN, CoC Representatives, Service Recipients, Service Providers, and members of the public.

1. Membership Comportment:

- a. HPN membership may be terminated when:
 - i. A Member resigns or is unable to serve for justified reasons; or
 - ii. A Member is deemed inactive by the HPN upon the relevant facts that have been presented; or
 - iii. A Member is replaced by the sponsoring agency or organization; or
 - iv. A Member is terminated by a majority of the HPN for just cause:
 1. Unprofessional behavior.

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Fifth Amended	July 2017

2. Violation of these bylaws.
3. Conduct prejudicial to the best interests of the HPN;
4. Just cause as defined by the majority of the full HPN or HPN regional members.

Article IX:
Meetings

- A. Regular meetings of the HPN shall be held at least quarterly at a time and date determined by the Members, unless modified by a majority vote of the Members at any regular meeting where a quorum has been established.
- B. Regional Committee meetings shall be held at least ~~monthly~~ **quarterly** at a time and date determined by the Regional Committee members, or at the discretion of the Regional Committee ~~Representative~~ **Chair**. **HPN Regional Committee Meetings shall be scheduled in coordination with ICH-HPN Regional Steering Committee Meetings.** Quarterly meetings of the HPN shall serve as a substitute for regular Regional Committee meeting times.
- C. A special meeting of the HPN may be called at any time by the Chair 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.
- D. HPN and Regional Committee meetings shall be conducted in accordance with the provisions of the Brown Act (Government Code, Section 54950) and under Robert’s Rules of Order.

Article X:
Additional Committees

- ~~A. The HPN shall maintain at least two (2) Standing Subcommittees: Discharge Planning, and Housing Services. Each Committee shall have an appointed Chair, who will convene meetings and coordinate Subcommittee activities. The Subcommittee Chair must be a voting representative of a Member in good standing. Members of the Standing Subcommittees can be drawn from the HPN Members and from partner organizations and entities, and the community, including consumers.~~
- A. The HPN may establish Ad hoc Committees and Special Task Forces as necessary.**

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Article XI:
Quorum

- A. Meetings of the HPN and Regional Committees: A quorum should be defined as 25% of the voting members in good standing. A majority shall be defined as 50% plus one of those voting members in good standing in attendance. Action shall require an affirmative vote of a majority of the voting members in good standing, provided a quorum is present as defined herein. As may become necessary, a member association may authorize, in writing, a duly appointed representative in lieu of the duly appointed person or alternate to represent an association for a meeting. No proxy voting is allowed. It is assumed that any voting member who may have a conflict of interest should disclose the potential and recuse themselves from a vote.
- ~~B. Meetings of Regional Committees and Additional Committees: The presence of three committee/subcommittee members shall constitute a quorum for the transaction of business. Any non-standard or official written communication to an outside entity that is initiated by a committee must be approved by the OHS and the HPN Chair.~~

Article XII:
Agenda

The agendas for the HPN and Regional Committee meetings shall be prepared in consultation with the HPN Chair and Regional Representatives Chairs respectively, and distributed by the OHS to the HPN Members at least three (3) calendar days prior to the meeting. The agenda may be accompanied by agenda support materials. Copies of the agenda shall be posted as required by the Brown Act and made available to the public at each meeting.

Article XIII:
Agenda Deadline

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

Article XIV:
Minutes

All County Quarterly HPN meeting minutes shall be taken and distributed by the OHS staff. Each Regional Committee shall establish a Regional Secretary, appointed by the Regional Representative Chair for the purpose of recording the minutes for each regional

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meeting. These minutes shall be given (via email) to the Regional Representative Chair and OHS within 5-7 days after said meeting. The Chief of Homeless Services and ~~County Counsel~~ shall review and preliminarily approve the minutes prior to distribution. Minutes shall normally go out with the agenda for the next meeting.

Article XV:
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.

CERTIFICATE OF OHS

I certify that the above bylaws, consisting of ten (10) pages, including this page, are the Bylaws of this body as amended by the Members.

Date: _____

By: _____

Tom Hernandez
Chief of Homeless Services

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