



**Office of Homeless Services**  
 303 E. Vanderbilt Way • San Bernardino, CA 92415  
 Phone: (909)386-8297 • Fax: (909)890-0868  
 Email: [homelessrfp@hss.sbcounty.gov](mailto:homelessrfp@hss.sbcounty.gov) • Website: <http://www.sbcounty.gov/dbh/sbchp/>

## Agenda: Special Meeting of the Interagency Council on Homelessness (ICH)

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**Meeting date, time, and place**      Date: **December 11, 2019**  
 Time: **9:00 am – 11:00 am**  
 Place: **County of San Bernardino Health Services (CSBHS) Building  
 850 E. Foothill Blvd., CSBHS Auditorium  
 Rialto, CA 92376**

**Note: Please remember to silence your cell phones.**

		Time
<b>Call to Order</b>	Chair or Designee will call the meeting to order	
<b>Invocation</b>	Chair or Designee will lead the Invocation	9:00 – 9:05 am
<b>Pledge of Allegiance</b>	Chair or Designee will lead the Pledge of Allegiance	
<b>Introductions</b>	Chair or Designee will lead the Introductions of the ICH Members and Staff	9:05 – 9:10 am

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

<b>Public Comment</b>	Open to the public for comments limited to three minutes	
<b>Item No.</b>	<b>Consent</b>	
1	Approve the minutes from the November 13, 2019 ICH meeting. <i>Pg 3-9</i>	9:40 – 9:45 am
	<b>Discussion</b>	
2	Approve the County of San Bernardino Office of Homeless Services as the Administrative Entity that will administer the State of California Homeless Housing, Assistance and Prevention (HHAP) Program and authorize the Office of Homeless Services to submit the HHAP application no later than midnight on February 15, 2020 on behalf of the San Bernardino County (CA-609) Continuum of Care (CoC), as approved by the Interagency Council on Homelessness, the governing board of the CoC – Tom Hernandez, Office of Homeless Services <i>Pg 10-12</i>	9:45 – 10:00 am
3	Receive and discuss the proposed draft recommendations to the ICH Committee and Regional – Rules and Procedures – Don Smith, ICH Member <i>Pg 13-28</i>	10:00 – 10:45 am
<b>Closing</b>		10:45 – 11:00 am

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



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**Council Roundtable**

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Open to comments by the Council

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**Next ICH Meeting**

The next regularly scheduled Interagency Council on Homelessness meeting is scheduled for:

**January 22, 2020**  
**9:00 am – 11:00 am**  
**County of San Bernardino Health Services (CSBHS) Building**  
**850 E. Foothill Blvd., CSBHS Auditorium**  
**Rialto, CA 92376**

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*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 Homeless Partnership  
Interagency Council on Homelessness (ICH)**

November 13, 2019  
9:00 a.m. – 11:00 a.m.  
Health Services Building - Auditorium  
850 E. Foothill Blvd.  
Rialto, CA 92376

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

TOPIC	PRESENTER	ACTION/OUTCOME
Call to Order	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> <li>The meeting was called to order at 9:08 a.m.</li> </ul>
Introductions	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> <li>Introductions were made by all ICH Members. Guests were also invited to introduce themselves.</li> </ul>
ICH Members Present		<ul style="list-style-type: none"> <li>Jessica Alexander, Richard Arnold, Debra Breidenbach-Sterling, Adolisca Murphy, Brenda Dowdy, Shanikqua Freeman, Josie Gonzales, Sharon Green, Wayne Hamilton, Michael Knight, John Gillison, Kent Paxton, Maria Razo, Bessine Richard, Don Smith, Janele Davidson, CaSonya Thomas, Lana Tomlin, Wendell Wilson</li> </ul>
PUBLIC COMMENTS		
		<ul style="list-style-type: none"> <li>Marisela Manzo (Public Comment)</li> <li>Alice Varela (Public Comment)</li> <li>Lori Stevens (Public Comment)</li> <li>Jimmy Waldron (Public Comment)</li> <li>Peter Campagna (Public Comment)</li> <li>Anna Ulibarri (Items 2 &amp; 3)</li> <li>Stacy Sanchoz (Public Comment)</li> <li>Ed Torres (Public Comment)</li> </ul>
CONSENT ITEMS	PRESENTER	
Approve minutes of the September 25, 2019 ICH meeting.	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> <li>A motion was made by Don Smith to accept the consent calendar as written. A second was made by Sharon Green. All were in favor, none opposed or abstained. The motion was carried. The consent calendar was approved.</li> </ul>
DISCUSSION	PRESENTER	
Adopt the ICH Committee and Regional Rules and Procedures	Tom Hernandez	<ul style="list-style-type: none"> <li>Tom Hernandez presented the new Committee and Regional Rules and Procedures to ICH.</li> <li>Tom noted a change to the document on page 3. The Point In time Count Oversight Committee needs to be removed as it is an ad hoc committee, not a regular standing committee.</li> <li>A motion was made by Don Smith to refer this item back to the Strategic Implementation Committee to refine, set a</li> </ul>

		<p>time line for implementation and then bring the item back to ICH in December. Sharon Green seconded the motion.</p> <ul style="list-style-type: none"> <li>• The Chair, Supervisor Gonzales made a substitute motion to adopt the item as written. CaSonya Thomas seconded the motion.</li> <li>• A vote to accept the substitute motion was taken. Ten (10) ICH members, a majority, voted to accept the substitute motion.</li> <li>• A motion was made by the Chair, Supervisor Gonzales to approve the substitute motion and accept item #2 as written. CaSonya Thomas seconded the motion. Seven (7) members voted no (Don Smith, Sharon Green, Jessica Alexander, Wayne Hamilton, Wendell Wilson, Richard Arnold, and Adolisca Murphy). Eleven (11) members voted to approve. No one abstained. The substitute motion was approved.</li> </ul>
Approve the expenditure of up to \$16,000 in Continuum of Care planning grant funds to support the Great Expectations Symposium, which is a faith-based summit on preventing and ending homelessness	Lana Tomlin	<ul style="list-style-type: none"> <li>• Sheriff Tomlin asked ICH to approve the expenditure of up to \$16,000 in Continuum of Care (CoC) planning grant funds to support the Great Expectations Symposium, which is a faith-based summit on preventing and ending homelessness.</li> <li>• A motion was made by Bessine Richard to approve item #3. Brenda Dowdy made a second. Seventeen (17) members voted to approve item #3. One (1) member (Sharon Green) voted to oppose the item. No one abstained. Item #3 was approved.</li> </ul>
<b>SPECIAL PRESENTATION</b>	<b>PRESENTER</b>	
Homeless Housing, Assistance, and Prevention Program (HHAP) Funding and Morbidity/Mortality Prevention	Dr. Joe Colletti	<ul style="list-style-type: none"> <li>• Dr. Joe Colletti gave a presentation on Homeless Housing, Assistance, and Prevention Program (HHAP) Funding and Morbidity/Mortality Prevention.</li> <li>• During the past couple of years, California counties, largest cities, and continuums of care have received an unprecedented amount of funding for homeless assistance from the State of California that included \$500 million from the Homeless Emergency Aid Program (HEAP), \$53 million in the first round of California Emergency Solutions and Housing (CESH) Program, and approximately \$29 million in the second round of the CESH program.</li> <li>• HHAP will provide an additional \$650 million for homeless assistance to California counties, largest cities, and continuums of care. By the end of the year, a Notice of Funding Availability (NOFA) will be released and applications due by February 15, 2020.</li> <li>• Directing HHAP funding would include designating funds to solely assist and house homeless persons languishing on the streets with life-threatening and terminal illnesses, especially those who have also been aging on the streets and/or experienced homelessness for the first time later in life.</li> <li>• A preponderance of research on aging on the streets has revealed that adults age 55 and older who are homeless have mortality rates four times higher than the general population. Also, cognitive and mobility impairments are likely to increase for seniors while languishing on the streets.</li> <li>• Directing HHAP funding can also include designating funds to prevent persons with life-threatening and terminal illnesses from becoming homeless.</li> <li>• One notable difference in legislation for HHAP compared to HEAP and CESH concerns supplanting funds, which was not called out in legislation for HEAP and CESH. <ul style="list-style-type: none"> <li>○ The intent of HHAP program funds is to expand or increase services and housing capacity. HHAP funds cannot replace local funds that are committed to an existing or developing homeless assistance program.</li> </ul> </li> </ul>

		<p>However, if funds previously supporting a service or project end or are reduced for reasons beyond the control of the grantee and services or housing capacity will be lost as a result of these funds ending, HHAP program funds may be used to maintain the service or program and are not considered supplanting. Examples include, but are not limited to, a time-limited city and/or county tax or one-time block grant, such as HEAP.</p> <ul style="list-style-type: none"> <li>• Directing HHAP funding to include designated funds to assist and house homeless persons languishing on the streets with life-threatening and terminal illnesses would not supplant funds.</li> <li>• Eligible activities within the HHAP Program to prevent premature deaths include: <ul style="list-style-type: none"> <li>○ Assist vulnerable populations in accessing permanent housing stability in supportive housing;</li> <li>○ Rental assistance and rapid rehousing; and</li> <li>○ Landlord Incentives (including, but not limited to, security deposits and holding fees).</li> </ul> </li> <li>• HHAP Program legislation states: <ul style="list-style-type: none"> <li>○ CoC's and large cities must contractually obligate no less than 50% of program allocations on or before May 31, 2023;</li> <li>○ Counties must contractually obligate their full program allocation on or before May 31, 2023; and</li> <li>○ Funds must be fully expended by June 30, 2025.</li> </ul> </li> <li>• Directing HHAP funding to include designated funds to assist and house homeless persons languishing on the streets with life-threatening and terminal illnesses could occur for up to a five-year period of time.</li> </ul>
<b>COUNCIL ROUNDTABLE</b>	<b>PRESENTER</b>	
	<p>Maria Razo</p> <p>Don Smith</p> <p>CaSonya Thomas</p> <p>Wendell Wilson Sharon Green</p> <p>Brenda Dowdy</p>	<ul style="list-style-type: none"> <li>• Golden Apartments is our first permanent supportive housing project in San Bernardino. It's been a labor of love. We were hoping to have the certificate of occupancy last Friday however that did not happen. Hopefully we will have it this week so our families can move in. This project is 100% pre-leased, so everyone is anxious to move in.</li> <li>• I suggest we establish a special meeting date in December before we leave today. I also suggest at that December meeting we authorize the Office of Homeless Services to lay out the framework for the HHAP application and the process in which that application needs to be submitted.</li> <li>• I just want to acknowledge a few opportunities for knowledge and learning these past couple months. The first being the 2019 Homeless Summit on November 6<sup>th</sup>. It was well attend and focused on Health and homelessness.</li> <li>• On November 7<sup>th</sup> there was an Operation Reveille and Landlord Appreciation Celebration. The goal was to house 30 veterans in 30 days and they exceeded that goal and housed 38 homeless veterans within those 30 days. They were also able to identify 74 available units through this event.</li> <li>• On October 29<sup>th</sup> Mayor Darrell Steinburg paid a visit to San Bernardino County. Mayor Steinburg serves as the Co-Chair of the Governors Homeless and Supportive Housing Taskforce. Mayor Steinburg wanted to experience how the Department of Behavioral Health used their MSHA funds and services to move people out of homelessness and to hear from the residents it's served.</li> <li>• Asked for assistance preparing grants for upcoming funds.</li> <li>• Our 10 year celebration event is going to take place on December 14, 2019 at the Ontario Airport Hotel. More information will be sent out soon.</li> <li>• On January 30<sup>th</sup> San Bernardino County Superintendent of Schools in conjunction with the University of Redlands will</li> </ul>

		<p>be hosting a Wellness Summit that will be addressing the social and emotional needs of students. The event will be from 8:30 a.m. to 4:00 p.m. at the Orton center. I will forward a flyer to OHS to send out to everyone.</p> <ul style="list-style-type: none"> <li>• March 12<sup>th</sup> will be our annual Foster and Homeless Summit at the Doubletree in Ontario. We will have a dynamic speak of a formerly homeless youth that graduate from Harvard. It will be a great event, registration information will be sent out.</li> </ul>
<b>Adjournment</b>	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> <li>• There was a motion by Don Smith and a second by Sharon Green to consider having a meeting in December. All were in favor.</li> <li>• December 11<sup>th</sup> was proposed as the December meeting date from 9-11am. The chair made a motion. Don Smith made the second. All were in favor. The December 11<sup>th</sup> date was approved.</li> <li>• Being no further business, the meeting was adjourned at 11:05 a.m.</li> </ul>
<b>Next Meeting</b>		<p style="text-align: center;">Special ICH Meeting  Wednesday, December 11, 2019 at 9:00 a.m. – 11:00 a.m.  County of San Bernardino Health Services - Auditorium  850 E. Foothill Blvd  Rialto, CA 92376</p> <p style="text-align: center;">ICH Meeting  Wednesday, January 22, 2019 at 9:00 a.m. – 11:00 a.m.  County of San Bernardino Health Services - Auditorium  850 E. Foothill Blvd  Rialto, CA 92376</p>

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Attendees at November 13, 2019 • Interagency Council on Homelessness				
ALEXANDER	JESSICA	Operation Grace	909-382-8540	<a href="mailto:pastorjessicaalexander@gmail.com">pastorjessicaalexander@gmail.com</a>
ALVAREZ	SUSANA	Probation Officer III	760-429-9806	<a href="mailto:Susana.alvarez@prob.sbcounty.gov">Susana.alvarez@prob.sbcounty.gov</a>
ARNOLD	RICHARD	City Mountain Rep		
ATKINS	MARCI	Redlands Police	909-557-5694	<a href="mailto:matkins@redlandspolice.org">matkins@redlandspolice.org</a>
BOSSIEUX	ANDRE	DBH TAY		
BRADY	CHRISTY	Director Clinical Services		<a href="mailto:cbrady@stepuponsecond.org">cbrady@stepuponsecond.org</a>
BRAZIER	ANTHONY	Executive Director	909-763-2492	<a href="mailto:abrazier@rechss.org">abrazier@rechss.org</a>
BREIDENBACH-STERLING	DEBRA	Town of Yucca Valley		<a href="mailto:dbreidenbach@yucca-Valley.org">dbreidenbach@yucca-Valley.org</a>

BROWN	MICHELLE	Probation	909-387-5692	<a href="mailto:Michelle.brown@prob.sbcounty.gov">Michelle.brown@prob.sbcounty.gov</a>
BROWN	LIA	DBH	909-387-7678	<a href="mailto:lbrown@dbh.sbcounty.gov">lbrown@dbh.sbcounty.gov</a>
BRUNETTO	YVETTE	Associate Planner, City of Chino	909-364-2783	<a href="mailto:ybrunetto@chinohills.org">ybrunetto@chinohills.org</a>
CAMPAGNA	PETER	Regional Officer	619-906-0415	<a href="mailto:pcampagna@thecedar.com">pcampagna@thecedar.com</a>
DAVIDSON	JANELE	City of Victorville		
DAVISON	KEVIN	Case Manager	909-391-4882	<a href="mailto:kevin@inlandvalleyhopepartners.org">kevin@inlandvalleyhopepartners.org</a>
DIAZ	ERNEST	Realtor	909-742-2854	<a href="mailto:Ernest.realtyone@gmail.com">Ernest.realtyone@gmail.com</a>
DOWDY	BRENDA	Superintendent of County Schools	909-386-2634	<a href="mailto:brenda_dowdy@sbcscs.k12.ca.us">brenda_dowdy@sbcscs.k12.ca.us</a>
DURANTE	AIMEE	Time for Change Foundation	909-886-2994	<a href="mailto:adurante@timeforchangefoundation.org">adurante@timeforchangefoundation.org</a>
EDWARDS	AMY	OHS	909-386-8297	<a href="mailto:AEdwards@dbh.sbcounty.gov">AEdwards@dbh.sbcounty.gov</a>
ESQUIVEL	ASHLEY	Upland Police		<a href="mailto:aesquivel@uplandpd.org">aesquivel@uplandpd.org</a>
ESTEVEZ	CHRIS	Senior Pastor	909-652-2340	<a href="mailto:dresteves@aol.com">dresteves@aol.com</a>
ESTRADA	EDDIE	Step Up	909-677-7275	<a href="mailto:eestrada@stepuponsecond.org">eestrada@stepuponsecond.org</a>
FLORES	DENISE	Ontario-Montclair School District		<a href="mailto:Denise.flores@omsd.net">Denise.flores@omsd.net</a>
FONDARIO	GABRIEL	City of Montclair	909-447-3551	<a href="mailto:gfondario@cityofmontclair.org">gfondario@cityofmontclair.org</a>
FOURNIER	PAUL	Mountain Homeless Coalition	909-307-4467	<a href="mailto:Pwf.mhc@gmail.com">Pwf.mhc@gmail.com</a>
FREEMAN	SHANIKQUA	CDH	909-387-4327	<a href="mailto:Shanikqua.freeman@cdh.sbcounty.gov">Shanikqua.freeman@cdh.sbcounty.gov</a>
FREEMAN	SHANIKQUA	Deputy Director	909-387-4327	<a href="mailto:Shanikqua.freeman@cdh.sbcounty.gov">Shanikqua.freeman@cdh.sbcounty.gov</a>
FRYMIRE	SCOTT	R&J	909-387-5580	<a href="mailto:Scott.frymire@prob.sbcounty.gov">Scott.frymire@prob.sbcounty.gov</a>
GALLEGOS	MARIA	City of San Bernardino	909-384-7267	<a href="mailto:Gallegos_ma@sbcity.org">Gallegos_ma@sbcity.org</a>
GILLIAM	CHEKESHA	Government Relations Analyst	909-387-4383	<a href="mailto:Chekesha.Gilliam@cao.sbcounty.gov">Chekesha.Gilliam@cao.sbcounty.gov</a>
GILLISON	JOHN	City of Rancho Cucamonga		
GONZALES	KATRYNA	Housing Director	909-395-2322	<a href="mailto:Kgonzalez@ontarioca.gov">Kgonzalez@ontarioca.gov</a>
GONZALES	JOSIE	Supervisor - Fifth District	909-387-4565	<a href="mailto:jgonzales@bos.sbcounty.gov">jgonzales@bos.sbcounty.gov</a>
GONZALEZ	CECILIA	Community Care Coordinator	909-623-4364	<a href="mailto:cgonzalez@houseofruth.org">cgonzalez@houseofruth.org</a>
GOOCH	IVAN	Neighbor Good Outreach	714-273-3765	<a href="mailto:Ivan.gooch@hotmail.com">Ivan.gooch@hotmail.com</a>
GRANT	RUPERT		213-700-7881	<a href="mailto:rupeed@yohoo.com">rupeed@yohoo.com</a>
GREEN	JEFFERY	CAP	951-999-7184	<a href="mailto:Jeffreygreen.caps@gmail.com">Jeffreygreen.caps@gmail.com</a>
GREEN	SHARON	Victor Valley Family Resource Center	760-887-1909	<a href="mailto:sqreen@vfr.com">sqreen@vfr.com</a>
GUEVARA	FRANK	Director – Veterans Affairs	909-387-5527	<a href="mailto:frank.quevara@va.sbcounty.gov">frank.quevara@va.sbcounty.gov</a>
HAMILTON	WAYNE	Morongo Unified School District	760-401-0375	<a href="mailto:Wayne_Hamilton@morongo.k12.ca.us">Wayne_Hamilton@morongo.k12.ca.us</a>
HERNANDEZ	TOM	OHS	909-386-8208	<a href="mailto:thernandez@dbh.sbcounty.gov">thernandez@dbh.sbcounty.gov</a>
HEUNG	TING	Probation	909-463-5097	<a href="mailto:Ting-heung@prob.sbcounty.gov">Ting-heung@prob.sbcounty.gov</a>
HINKLEMAN	LORRIE	RCRC	909-384-2444	<a href="mailto:doclorrie@verizon.net">doclorrie@verizon.net</a>
HOGUE	NIKA	PMM	909-648-4275	<a href="mailto:nikahougue@gmail.com">nikahougue@gmail.com</a>
JACKSON	LINDA	Branch Manager	909-887-8700	<a href="mailto:Linda.jackson@teresource.org">Linda.jackson@teresource.org</a>
JEWS	VEATRICE	DPH	909-518-5170	
JIMENEZ	CYNTHIA	CCLM/LSSSC	909-381-6921	<a href="mailto:cjimenez@lsssc.org">cjimenez@lsssc.org</a>

JOHNSON	ASTRID	Morongo Basin Arch	760-861-6433	<a href="mailto:Skyviafarm29@gmail.com">Skyviafarm29@gmail.com</a>
JONASSON	JOHNNA	Truth Minds & Music	818-679-6475	<a href="mailto:jonasson@truthmindsandmusic.org">jonasson@truthmindsandmusic.org</a>
KERES	RENE	DBH		
KHOO	ANSELM	VP, MHS	909-436-6687	<a href="mailto:Anselm.khoo@mhsinc.org">Anselm.khoo@mhsinc.org</a>
KIVETH	DEANNA	VP MHS		
KNIGHT	MICHAEL	Assistant Director - DBH	909-388-0808	<a href="mailto:Michael.Knight@dbh.sbcounty.gov">Michael.Knight@dbh.sbcounty.gov</a>
LAAKE	MIA	Supervisor of medical	626-622-3466	<a href="mailto:mllaake@ifhomeless.org">mllaake@ifhomeless.org</a>
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MCGLOIN	EAMONN	Citizen	951-217-4765	<a href="mailto:eamonnmcgloin@gmail.com">eamonnmcgloin@gmail.com</a>
MESSINGER	ROBERT	County Counsel	909-387-8979	<a href="mailto:rmessinger@cc.sbcounty.gov">rmessinger@cc.sbcounty.gov</a>
MOORE	UJIMA	CCLM	909-381-6921	<a href="mailto:umoore@lsssc.org">umoore@lsssc.org</a>
MURPHY	ADOLISCA	Family Assistance Program	909-571-5659	<a href="mailto:adolisca@familyassist.org">adolisca@familyassist.org</a>
MURPHY	ADOLISCA	Family Assistance Program	909-571-5659	<a href="mailto:adolisca@familyassist.org">adolisca@familyassist.org</a>
MUSGROVE	ELIZABETH	DOR/QRP	909-383-4843	<a href="mailto:Elizabeth.musgrove@dor.ca.gov">Elizabeth.musgrove@dor.ca.gov</a>
MUSKO	ELAINE	Secretary	909-755-9193	<a href="mailto:Elaine4mbarch@gmail.com">Elaine4mbarch@gmail.com</a>
OZIER	LEIF	Regional Coordinator	909-391-4887	<a href="mailto:lozier@ccsbriv.org">lozier@ccsbriv.org</a>
PAXTON	KENT	BOS 5 <sup>th</sup> District		<a href="mailto:Kent.paxton@bos.sbcounty.gov">Kent.paxton@bos.sbcounty.gov</a>
PEREZ	ROLANDO	Homeless Outreach – VA		<a href="mailto:Rolando.perez@va.gov">Rolando.perez@va.gov</a>
PEREZ-MACIAS	CYNTHIA	Probation	909-366-4473	<a href="mailto:Cynthia.perez-macias@prob.sbcounty.gov">Cynthia.perez-macias@prob.sbcounty.gov</a>
PERKINS	LOIS	CEO	501-408-0477	<a href="http://Lperkinslifecommunitydevelopment.org">Lperkinslifecommunitydevelopment.org</a>
PERRY	SHONIE	SBCSS	909-386-2914	<a href="mailto:Shonie.perry@sbcss.net">Shonie.perry@sbcss.net</a>
PRECIADO	JUAN	Probation	909-383-2327	<a href="mailto:Juan.preciado@prob.sbcounty.gov">Juan.preciado@prob.sbcounty.gov</a>
RAMIREZ	JAMES	A community of Friends	310-623-2535	<a href="mailto:jramirez@acof.org">jramirez@acof.org</a>
RAMIREZ	ARTURO	SBCSD	909-463-5097	<a href="mailto:aramirez@sbcasd.org">aramirez@sbcasd.org</a>
RAMIREZ	VICTORIA	Case Manager	951-907-0509	<a href="mailto:vramirez@ifhomeless.org">vramirez@ifhomeless.org</a>
RAZO	MARIA	Director of Housing Authority Of San Bernardino		<a href="mailto:mgrazo@hacsb.com">mgrazo@hacsb.com</a>
REAY	JULIE	HomeAid Inland Empire		<a href="mailto:julie@homeaidie.org">julie@homeaidie.org</a>
REYES	NONH	Live 2 Give Crusade	909-915-7834	<a href="mailto:Live2givecrusade@gmail.com">Live2givecrusade@gmail.com</a>
RICHARD	BESSINE	City of San Bernardino City Council Member		<a href="mailto:council@sbcity.org">council@sbcity.org</a>
ROBERTSON	INGER	E.D.A Better Way	760-955-8010	<a href="mailto:lrobertson4abw@vsvinc.com">lrobertson4abw@vsvinc.com</a>
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SEARCY	CASSANDRA			
SMITH	LISHA	Deputy Chief of Staff	909-387-4565	<a href="mailto:Lisha.smith@bos.sbcounty.gov">Lisha.smith@bos.sbcounty.gov</a>



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WHITEHEAD	SHEILA	Redlands PD		<a href="mailto:swhitehead@redlandspolic.org">swhitehead@redlandspolic.org</a>
WHITWORTH	VICKY	Probation	909-717-4592	<a href="mailto:Vicky.whitworth@prob.sbcounty.org">Vicky.whitworth@prob.sbcounty.org</a>
WIGGINS	NOEL	Director Social Action	626-537-8104	<a href="mailto:noelhereandthere@gmail.com">noelhereandthere@gmail.com</a>
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YOUNG-LOWE	KARYN	CEO	951-571-3533	<a href="mailto:karynl@lighthouse-ssc.org">karynl@lighthouse-ssc.org</a>

# San Bernardino County Homeless Partnership



## Interagency Council on Homelessness

Administrative Office  
303 E. Vanderbilt Way, San Bernardino, CA 92415-0026  
Office: (909) 386-8297

FROM: Tom Hernandez, Chief of Homeless Services

SUBJECT: Approve the selection of an Administrative Entity designated by the San Bernardino County Continuum of Care to administer the State of California Homeless Housing, Assistance and Prevention (HHAP) Program and authorize the

DATE: December 11, 2019

### RECOMMENDATION

Approve the County of San Bernardino Office of Homeless Services (OHS) as the Administrative Entity that will administer the State of California Homeless Housing, Assistance and Prevention (HHAP) Program and authorize the Office of Homeless Services to submit the HHAP application no later than midnight on February 15, 2020, on behalf of the San Bernardino County (CA-609) Continuum of Care (CoC), as approved by the Interagency Council on Homelessness, the governing board of the CoC.

### BACKGROUND INFORMATION

The HHAP grant program is authorized by AB101 (Chapter 159, Statutes of 2019), which was signed into law by California Governor Gavin Newsom on July 31, 2019. The HHAP program is a block grant program designed to provide jurisdictions with one-time grant funds to support regional coordination and expand or develop local capacity to address their immediate homelessness challenges.

Spending must be informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing.

Allocations will be provided as follows:

- \$190 million will be shared by the forty-four (44) CoC's in California based on the 2019 Homeless Point-In-Time Count (PITC) numbers
- \$175 million will be shared by the fifty-eight (58) counties in California based on the 2019 PITC numbers
- \$275 million will be shared by the thirteen (13) largest cities, or cities that are also counties, with populations of 300,000 or more as of January 1, 2019, based on the 2019 PITC numbers

#### Members of the Interagency Council on Homelessness

Members of the Board of Supervisors  
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City of Ontario  
City of San Bernardino  
City of Victorville  
Department of Probation  
Department of Rehabilitation  
Community Action Partnership of San Bernardino County  
Housing Authority of the County of San Bernardino  
San Bernardino County Superintendent of Schools  
Workforce Development Department

City of Barstow  
City of Hesperia  
City of Rancho Cucamonga  
Town of Yucca Valley  
Kaiser Permanente  
San Bernardino County Human Services  
Community Development and Housing Agency  
Veteran Administration Loma Linda  
California State University, San Bernardino  
Members of the Homeless Provider Network

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City of Montclair  
City of Redlands  
City of Upland  
Chaffey College  
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As of December 5, 2019, the United States Department of Housing and Urban Development (HUD) PITC numbers have yet to be finalized and posted. Once officially released by HUD, the California Homeless Coordinating and Financing Council (HCFC) will calculate each jurisdiction's final program allocation award amount and release the Notice of Funding Availability (NoFA).

All eligible applicants are expected to demonstrate regional coordination as outlined in the HHAP program guidance. One of the threshold requirements is that eligible applicants must submit an adopted plan specifying alignment of funds and goals, strategies, and services, both short-term and long-term, to reduce homelessness and make it non-recurring.

For allocations made to the large cities and the counties, those cities and counties are the administrative entities. For allocations made directly to a CoC, the administrative entity means:

- A unit of general-purpose local government (city, county or a city that is also a county), a Joint Powers Authority (JPA), or a nonprofit organization that has (1) previously administered federal HUD CoC funds as the collaborative applicant pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations, and (2) been designated by the CoC to administer program funds.

The HHAP program requires grantees to expend funds on evidence-based solutions that address and prevent homelessness among eligible populations. As stated in Health and Safety Code (HSC) § 50219(c)(1-8), funds shall be expended on any of the following:

- (1) Rental assistance and rapid rehousing;
- (2) Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves;
- (3) Incentives to landlords, including, but not limited to, security deposits and holding fees);
- (4) Outreach and coordination, which may include access to job programs, to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing;
- (5) Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system particularly for vulnerable populations including families and homeless youth;
- (6) Delivery of permanent housing and innovative housing solutions such as hotel and motel conversions;
- (7) Prevention and shelter diversion to permanent housing; and
- (8) New navigation centers and emergency shelters based on demonstrated need. Demonstrated need for new navigation centers and emergency shelters shall be based on the following:
  - (a) The number of available shelter beds in the jurisdiction;

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- (b) The shelter vacancy rate in the summer and winter months;
- (c) The percentage of exits from emergency shelters to permanent housing solutions; and
- (d) A plan to connect residents to permanent housing.

In addition, HSC § 50218(b) states that grantees are required to use at least eight (8) percent of the program allocation for services that meet the specific needs for homeless youth populations.

Also, eligible applicants shall not use more than seven (7) percent of their program allocation for administrative costs incurred to administer its program allocation. This does not include staff costs or other costs directly related to implementing or carrying out activities funded by the program allocation.

HSC § 50218(a)(5) states that program recipients shall not use HHAP program funding to supplant existing local funds for homeless housing, assistance, or prevention. The intent of HHAP program funds is to expand or increase services and housing capacity. However, if funds previously supporting a service or project end or are reduced for reasons beyond the control of the grantee and services or housing capacity will be lost as a result of these funds ending, HHAP program funds may be used to maintain the service or program and are not considered supplanting. Examples include, but are not limited to, a time-limited city and/or county tax or one-time block grant, such as the Homeless Emergency Assistance Program (HEAP).

The application must be submitted by February 15, 2020 as per statute. OHS will submit the application and will return to the ICH with recommendations for a request for applications (RFA). OHS is conducting regional workshops in all 5 CoC regions within the county: Central Valley, Desert, East Valley, Mountains, and West Valley. OHS will compile the feedback and coordinate with the Regional Steering Committees to ensure regional prioritization and recommendations for funding which will be reflected in the RFA.

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# San Bernardino County Homeless Partnership



## Interagency Council on Homelessness

Administrative Office  
303 E. Vanderbilt Way, San Bernardino, CA 92415-0026  
Office: (909) 386-8297

FROM: Don Smith, ICH Member

SUBJECT: Proposed Draft Recommendations to the ICH Committee and Regional – Rules and Procedures.

DATE: December 11, 2019

### RECOMMENDATION

Receive and discuss the proposed draft recommendations to the ICH Committee and Regional – Rules and Procedures.

### BACKGROUND INFORMATION

At the ICH Meeting held on November 13, 2019, the ICH Board voted to adopt new committee rules and procedures to align with the reorganization of the operations and governance structure of the ICH.

Following the meeting, several members of the ICH who are also members of the Homeless Provider Network (HPN) requested to provide input on the newly adopted committee rules and procedures. They have identified their issues and concerns as including:

- The committee rules and procedures are overly rigid and formal in relation to the role and responsibilities for some of the committees which could serve to stifle and discourage open participation and broad-based stakeholder involvement.
- The structure and composition of the new Regional Steering Committees lacks clarity and requires further definition.
- The impact of the new Regional Steering Committees on the standing and disposition of the Homeless Provider Network going forward is unclear.

To address some of these concerns, the attached document (Attachment 3A) includes proposed amendments (see text in red font) to the adopted Committee and Regional – Rules and Procedures for discussion by the ICH Board. These amendments include:

- Identifying the ICH Committees by category, distinguishing between committees with CoC governance responsibilities versus those serving in an advisory role or working group capacity.
- Defining the “voting delegate” composition for the Regional Steering Committees.

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## **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**

Move section to follow “Committee Officers”. Adjustments may be required depending on adoption of committee structure recommendations below.

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~~ COMMITTEE STRUCTURE**

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.

Committees shall be categorized and function based on their role and responsibilities within the ICH governing structure to include:

- Governance Committees – performing duties essential to the governance and business operations of the CoC and its governing board. Governance Committees shall be chaired

by an ICH Board member or Alternate and conducted in accordance with the Brown Act and Roberts Rules of Order.

- Strategic Planning Committees – performing duties essential to the strategic development and on-going operations of the CoC. Strategic Planning Committees shall be conducted in a “working group” format open to full participation of those in attendance. Strategic Planning Committees shall be chaired by an ICH Board member or Alternate. If a Board member or Alternate is not identified to serve as chair, the committee participants shall select a chair from among its membership.
- Subject Matter Committees – performing duties essential to the development and advancement of initiatives and activities relevant to the subject matter. Subject Matter Committees shall be conducted in a “working group” format open to full participation of those in attendance. Subject Matter Committees shall be chaired by subject matter experts appointed by the ICH Chair. If a subject matter expert is not identified by the ICH Chair, the committee participants shall select a chair from among its membership.

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~~
- Governance Committees
  - Bylaws and Membership



- CoC Performance Oversight
- Grant Application Review
- Strategic Planning Committees
  - Strategic Data and Resource Alignment
  - Outreach and Coordinated Entry System
  - Emergency Preparedness and Response
- Subject Matter Advisory Committees
  - Housing
  - Health
  - Homeless Youth

## COMMITTEE DESCRIPTIONS

### 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:

- Identify annual performance benchmarks and program standards for all CoC funded projects to be adopted by the ICH Board based on applicable federal, state and local system and project-based performance measures and standards.
- 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.

#### Grant Application Review Committee

Description to be added.

## 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.

### Strategic Data and Resource Alignment

Description to be added. Combine functions previously designated to the Point-in-Time Count Oversight and Identify Resource Availability Committees.

### **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**

Will need to re-write if Committee structure recommendations are adopted

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 committees 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 new joint regional steering committees shall hold regularly scheduled meetings on a quarterly basis as well as call special meetings at other times as necessary.**

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 of the **Regional Steering Committees** 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 **allocated** 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) nongovernmental 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.~~

### **Voting Delegates**

Voting delegates for the Regional Steering Committees shall include designated representatives from each incorporated city or designated township located within the region, a designated county representative and an equal number of community-based delegates to be elected by the HPN Regional Committees.

Configuration of the designated Regional Steering Committees shall be as follows –

- Central Region
  - 9 City Government delegates – Colton, Fontana, Grand Terrace, Highland, Loma Linda, Redlands, Rialto, San Bernardino, Yucaipa
    - City official or community representative selected by City Manager or Mayor
  - 1 County Government delegate
    - County official or employee selected by ???
  - 10 HPN Regional delegates
    - Elected by Regional HPN members
    - Must represent a community-based organization located within the Region
  
- Desert Region
  - 5 City Government delegates – Adelanto, Apple Valley, Barstow, Hesperia, Victorville
    - City official or community representative selected by City Manager or Mayor
  - 1 County Government delegate
    - County official or employee selected by ???
  - 6 HPN Regional delegates
    - Elected by Regional HPN members
    - Must represent a community-based organization located within the Region
  
- East Valley Region
  - 3-4 Local Government delegates – Needles, Twenty-nine Palms, Yucca Valley, Morongo Valley?
    - Local government official or community representative selected by City Manager, Mayor or designated local official
  - 1 County Government delegate
    - County official or employee selected by ???
  - 4-5 HPN Regional delegates
    - Elected by Regional HPN members
    - Must represent a community-based organization located within the Region
  
- Mountain Region

- 3-4 Local Government delegates – Big Bear Lake, Big Bear City?, Crestline?, Lake Arrowhead?
  - Local government official or community representative selected by City Manager, Mayor or other designated local official
- 1 County Government delegate
  - County official or employee selected by ???
- 4-5 HPN Regional delegates
  - Elected by Regional HPN members
  - Must represent a community-based organization located within the Region
- West Valley Region
  - 6 Local Government delegates – Chino, Chino Hills, Montclair, Ontario, Rancho Cucamonga, Upland
    - City official or community representative selected by City Manager or Mayor
  - 1 County Government delegate
    - County official or employee selected by ???
  - 7 HPN Regional delegates
    - Elected by Regional HPN members
    - Must represent a community-based organization located within the Region

## Meetings

Each Regional Steering committee shall convene ~~regular monthly~~ **regularly scheduled quarterly** 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.

**In addition to the regularly scheduled quarterly meetings,** 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.