



A G E N D A

REGULAR MEETING COMMISSION TO END HOMELESSNESS

Wednesday, February 16, 2022, 1:00 P.M.

THIS MEETING WILL BE HELD BY TELECONFERENCE/VIDEOCONFERENCE ONLY

Pursuant to provisions of California Assembly Bill 361, effective September 16, 2021, this meeting will be teleconferenced via ZOOM. Members of the public may observe and address the commission online and/or telephonically. To attend the teleconferenced meeting please dial in to:

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799
or +1 646 558 8656 or +1 301 715 8592

and/or to attend via ZOOM online, enter the following:

Webinar ID: 886 6981 1061 Passcode: 071459

COMMISSION MEMBERSHIP

| | |
|--|---|
| Doug Chaffee, Fourth District Supervisor, Chair | Daniel Young, Business Representative, Vice Chair |
| Don Wagner, Third District Supervisor | Jack Toan, Business Representative |
| Jim Vanderpool, North Service Planning Area | AJ Patella, Orange County Sheriff Department |
| Scott Stiles, Central Service Planning Area | Todd Spitzer, Orange County District Attorney |
| Paul Wyatt, South Service Planning Area | George Searcy, Affordable Housing Development |
| Sue Parks, Philanthropic Representative | Marshall Moncrief, Behavioral Health Representative |
| Robert Dunn, Chief of Police | Teresa "Tita" Smith, At Large Member |
| Randy Black, Orange County Fire Authority | Milo Peinemann, At Large Member |
| Richard Afable, Hospital Representative | Matt Bates, Continuum of Care Board Representative |
| Jim Palmer, Faith-based Community Representative | Vacant, Continuum of Care Board Representative |

Executive Director

Doug Becht, Director of Care Coordination

Clerk of the Commission

Valerie Sanchez, Chief Deputy Clerk

*This agenda contains a brief general description of each item to be considered. The Commission encourages public participation. If you wish to speak on any agenda item or during general public comments, press *9 on your telephone or click "Raise Hand" in the Zoom app following the Chair or Clerk's invitation for the public to speak. Speakers will be given three minutes. The Clerk will run a timer and announce when your time has expired. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda. When addressing the Commission, it is requested that you state your name (or pseudonym/alias) for the record prior to providing your comments.*

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****In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Clerk of the Board's Office 72 hours prior to the meeting at (714) 834-2206. Requests for accommodation received less than 72 hours prior to the meeting will still receive every effort to provide, but may not be guaranteed****

*The agenda and all supporting documentation distributed to the Commission related to the agenda items are available for public review online at: <https://www.ochealthinfo.com/about-hca/directors-office/office-care-coordination/commission-end-homelessness> and with Clerk of the Board of Supervisors located at:
Hall of Administration Building,
333 W. Santa Ana Blvd., 10 Civic Center Plaza, Room 465, Santa Ana, California 92701
8:00 a.m. - 5:00 p.m., Monday through Friday.*

Call to Order

Pledge of Allegiance

Roll Call

1. Find by majority vote that a State of Emergency has been proclaimed by the Governor of the State of California effective May 4, 2020, due to the introduction of a novel corona virus (COVID-19) and as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees
2. Office of Care Coordination Update
 - a. 2022 Point in Time Count Update
 - b. Local Homelessness Action Plan
 - c. Homeless System of Care Data
 - d. Emergency Housing Voucher Update
3. Approve Commission to End Homelessness minutes from the December 8, 2021, regular meeting
4. Approve recommended revisions to the Commission to End Homelessness Bylaws
5. Establish a Membership Ad-Hoc Committee to recruit, evaluate and make recommendations for appointments and/or reappointments to the Commission to be submitted to the Board of Supervisors for final approval. The expired membership seats that will be included in the recruitment are:
 - a. A business representative
 - b. An individual who served, or serves, as a City Manager or an elected official in the Central Service Planning Area
 - c. An individual who served, or serves, as a City Manager or an elected official in the South Service Planning Area
 - d. A philanthropic leader
 - e. A representative of the faith-based community
 - f. A member who is at-large

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6. Introduce Shelter Pillar
7. Review Outreach and Supportive Services Pillar

PUBLIC COMMENT

At this time members of the public may address the Commission on any matter not on the agenda but within the subject matter jurisdiction of the Commission.

COMMISSION MEMBERS COMMENTS

ADJOURNMENT

NEXT SCHEDULED MEETING: April 20, 2022, 1:00 P.M.

Agenda Item #3
Approve Minutes
of the 12/8/21
Commission Meeting



SUMMARY ACTION MINUTES

REGULAR MEETING COMMISSION TO END HOMELESSNESS

Wednesday, December 8, 2021, 1:00 P.M.

County Conference Center
Room 104/106
425 West Santa Ana Boulevard, Santa Ana, CA 92701

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|--|---|
| Doug Chaffee, Fourth District Supervisor, Chair | Daniel Young, Business Representative, Vice Chair |
| Don Wagner, Third District Supervisor | Jack Toan, Business Representative |
| James Vanderpool, North Service Planning Area | Vacant, Orange County Sheriff's Department |
| Scott Stiles, Central Service Planning Area | George Searcy, Affordable Housing Industry |
| Paul Wyatt, South Service Planning Area | Marshall Moncrief, Behavioral Health Representative |
| Sue Parks, Philanthropic Representative | Teresa "Tita" Smith, At Large Member |
| Robert Dunn, Chief of Police | Milo Peinemann, At Large Member |
| Randy Black, Orange County Fire Authority | Todd Spitzer, District Attorney |
| Richard Afable, Hospital Representative | Matt Bates, Continuum of Care Board Representative |
| Jim Palmer, Faith-based Community Representative | Vacant, Continuum of Care Board Representative |

ATTENDANCE: Commissioners Chaffee, Bates, Dunn, Moncrief, Palmer, Parks, Peinemann, Searcy, Spitzer, Stiles, Toan, Vanderpool, Wagner, Wyatt, and Young

ABSENT: Commissioners Afable, Black, and Smith

| | | |
|----------|-------------------------|--|
| PRESENT: | EXECUTIVE DIRECTOR | Doug Becht, Acting Director of Care Coordination |
| | CLERK OF THE COMMISSION | Jamie Ross & Joanne Golden, Deputy Clerks |

Call the Meeting to Order

COMMISSION CHAIR CHAFFEE CALLED THE MEETING TO ORDER AT 1:05 P.M.

Pledge of Allegiance

COMMISSIONER WYATT LED THE PLEDGE OF ALLEGIANCE

Roll Call

THE CLERK CALLED THE ROLL AND CONFIRMED A QUORUM WAS PRESENT

SUMMARY ACTION MINUTES

DISCUSSION ITEMS

1. Office of Care Coordination Update
RECEIVE AND FILE PRESENTATION WITH UPDATE ON THREE SPECIFIC ITEMS: HOME KEY PROJECT, POINT IN TIME COUNT, AND HIGH-LEVEL STATISTICAL UPDATES. COMMISSIONER YOUNG REQUESTED A LIST OF HOMLESS SERVICE PROVIDERS BOTH UTILIZING HMIS AND NOT USING HMIS FOR REPORTING PURPOSES FOR NEXT MEETING.
2. Working Group Ad Hoc Update
RECEIVE AND FILE PRESENTATION TO FINALIZE FRAMEWORK ON PREVENTION PILLAR DISCUSSED IN THE PREVIOUS MEETING AND OUTREACH AND SUPPORT SERVICES FRAMEWORK. UPDATE ALSO INCLUDED PRESENTATION FROM SOUTH ORANGE COUNTY SERVICES PROVIDER, FAMILY ASSISTANCE MINISTRIES (F.A.M.) AND RECIPIENT OF SERVICES THROUGH F.A.M. SHARED HIS EXPERIENCE AND INSIGHT INTO CHALLENGES AND CONTRIBUTING FACTORS LEADING TO HOMELESSNESS.

ACTION ITEMS

3. Adopt Prevention Pillar best practices and guiding principles to be incorporated into a set of recommendations back to the Board of Supervisors to further develop the Homeless System of Care
5 16 1 2 3 4 6 7 8 9 10 11 12 13 14 15 17
XX X
APPROVED AS RECOMMENDED
4. Approve Commission to End Homelessness minutes from the October 20, 2021 regular meeting
12 5 1 2 3 4 5 6 7 8 9 10 11 13 14 15 16 17
XX X
APPROVED AS AMENDED TO CORRECT COMMISSIONER PARKS' COMMENTS TO READ "LANDLORD INCENTIVE PROGRAM THAT HAS HELPED OVER 515 PEOPLE"
5. Approve calendar for 2022 Commission to End Homelessness meetings
16 8 1 2 3 4 5 6 7 9 10 11 12 13 14 15 17
XX X
APPROVED AS RECOMMENDED

PUBLIC COMMENTS

Tim Houchin – Oral Re: Recently participated in State of Homelessness Address in Orange County and recommended a commission be generated to study the mortality rate related to homelessness and generate an annual mortality report in partnership with the Coroner's office; shared a sample from Sacramento County's Regional Coalition to End Homelessness report; has organized a virtual presentation of the Longest Night in conjunction with Women Drivers Interfaith Group of South Orange County, which is available on YouTube on December 21st.

COMMISSION MEMBER COMMENTS

Milo Peinemann – Oral Re: Shared an anecdote VA Secretary deploying a special appointee that was tasked with aligning various groups and organizations that did not work well together and would watch him meet with various

SUMMARY ACTION MINUTES

emergency groups and whenever there was a complicated problem would ask “what is in the interest of the veteran,”; In this case, would suggest we ask “what is in the interest of someone whom is homeless” and perhaps think about what is the end use of this experience and thinking through how we should change for purpose of folks served; expressed appreciation in being part of the Commission

ADJOURNED: 3:00 P.M.

NEXT MEETING: February 16, 2022, 1:00 P.M.

*** VOTE KEY ***

(1st number = Moved by; 2nd number = Seconded by)

- | | |
|-------------------------|-------------------------|
| 1 Doug Chaffee, Chair | |
| 2 Dan Young, Vice Chair | |
| 3 Richard Afable | A = Abstained |
| 4 Randy Black | X = Excused |
| 5 Robert Dunn | V = Vacant |
| 6 Marshall Moncrief | N = No |
| 7 Jim Palmer | C.O. = Commission Order |
| 8 Sue Parks | |
| 9 Milo Peinemann | |
| 10 George Searcy | |
| 11 Teresa (Tita) Smith | |
| 12 Todd Spitzer | |
| 13 Scott Stiles | |
| 14 Jack Toan | |
| 15 James Vanderpool | |
| 16 Don Wagner | |
| 17 Paul Wyatt | |
| 18 Vacant | |

SUPERVISOR DOUG CHAFFEE
Chair

Jamie Ross, Deputy Clerk
Clerk of the Commission

Agenda Item #4
Approve Bylaws
Amendment

Commission to End Homelessness

Bylaws

THE MISSION:

“Effectively End Homelessness in Orange County.”

ARTICLE I: NAME, PURPOSE AND FUNCTIONS

A. The name of this organization shall be the Commission to End Homelessness, hereinafter referred to as “Commission.” It is established pursuant to Resolution #18-007 approved by the Board of Supervisors.

1. The Members of the Commission are approved by the County of Orange (hereinafter referred to as “County”) Board of Supervisors (hereinafter referred to as “BOS”) as outlined in Article II.
2. The official office location and mailing address of the Commission shall be:

c/o Executive Director, Hall of Administration, 333 W. Santa Ana Blvd., 3rd Floor, Santa Ana, CA 92701.

B. The purpose of the Commission is to:

1. Work with the community and interested stakeholders to promote effective responses to homelessness within Orange County.
2. Act as an advisory Commission to the BOS, having no independent authority to act on matters such as legislation, funding or lobbying.
3. Foster regional leadership that promotes resource development to address homelessness within Orange County.

C. In accordance with the County’s initiatives to end homelessness, the functions of the Commission are as follows:

1. Promote greater community understanding of the complex dynamics underlying homelessness.
2. Identify gaps in services and resources in Orange County’s System of Care for those experiencing homelessness to improve system efficiencies.
3. Identify strategies to respond to homelessness through review of innovative and/or existing best practices.
4. Make recommendations to the BOS to promote effective responses to homelessness.

5. Collaborate with the Continuum of Care (CoC) Board.
- D. In the performance of its responsibilities, the Commission shall not engage nor employ any discriminatory practices in the provision of services or benefits, assignment of accommodations, treatment, employment of personnel or in any other respect on the basis of sex, race, color, ethnicity, national origin, ancestry, religion, age, marital status, medical condition, sexual orientation, physical or mental disability or any other protected group in accordance with the requirements of all applicable County, State or Federal laws, regulations or ordinances.

ARTICLE II: APPOINTMENT AND MEMBERSHIP

A. Membership of the Commission is to be composed of eighteen (18) voting seats and two (2) non-voting seats. The voting Members of the Commission shall be appointed by a majority vote of the BOS. The non-voting Members shall be appointed by the Commission. Except as provided in paragraph B, all Members of the Commission shall be residents and registered voters in the County of Orange. The membership of the Commission shall be comprised of the following categories of community stakeholders:

1. Voting Members:

- a. One (1) individual who served, or serves, as a current City Manager or an elected official in the North Service Planning Area.
- b. One (1) individual who served, or serves, as a City Manager or an elected official in the Central Service Planning Area.
- c. One (1) individual who served, or serves, as a City Manager or an elected official in the South Service Planning Area.
- d. One (1) philanthropic leader.
- e. Two (2) business representatives.
- f. One (1) representative of the affordable housing development industry.
- g. One (1) representative of the Orange County Sheriff-Coroner Department with knowledge of the County's Stepping Up Initiative, Integrated Services Strategy.
- h. One (1) individual who serves as the Chief of Police in an Orange County city.
- i. One (1) municipal fire department representative with an expertise in the provision of emergency medical services.
- j. One (1) hospital representative with an expertise in the local hospital emergency room treatment and discharge system.

- k. One (1) behavioral health representative with an expertise in mental health and addiction.
- l. One (1) representative of the faith based community.
- m. Two (2) members of the Board of Supervisors.
- n. Two (2) members who are at-large.
- o. One (1) individual elected to serve as the Orange County District Attorney.

2. Non-Voting Members:

- a. Two (2) members of the CoC Board.

- B. The BOS may, if it finds that the best interests of the County will be served, waive the voter registration and residency requirement of paragraph A.
- C. The Commission shall establish a Membership Committee to recruit, evaluate, and make recommendations for appointments to the Commission to be submitted to the BOS for final approval. When evaluating Commission Members for BOS consideration and approval, the Membership Committee should render an executive level individual that is highly regarded in his/her respective field and community due to his/her knowledge, expertise, achievements, leadership, and commitment to address homelessness within Orange County. If so directed by the Commission, the Membership Committee may seek nominations from community based professional associations and committees, as appropriate to nominate for vacancy consideration.

ARTICLE III: TERMS OF OFFICE

A. The voting Members of the Commission shall have the following terms of office:

- 1. Member's term of office shall be two years. No person may serve as a Member for more than four terms.
- 2. Appointments made to fill a vacancy left by a Member before the expiration of the term of that Member shall be for the remaining term of that Member.
- 3. A Member, who has not been reappointed or replaced at the expiration of his or her term, shall serve as a member of the Commission until reappointed or replaced.

B. Non-voting Members of the Commission shall have the following terms of office and only serve while a Member of the CoC Board:

- 1. All Non-voting Members will have two-year terms; terms of office may be renewed at the discretion of the Commission. No person may serve as a Non-voting Member for more than four terms.

2. A Non-voting Member, who has not been reappointed or replaced at the expiration of his/ her term, shall serve as a Non-voting Member of the Commission until reappointed or replaced by the Commission.

ARTICLE IV: STAFFING SUPPORT

A minimum of one full time Executive Director with staff support from the Orange County Office of Care Coordination shall be required to support the Commission's work. The Executive Director will be responsible to facilitate an active flow of communication and coordination with the Commission. Additionally, the Executive Director will also be responsible for engaging and updating other countywide homeless service groups and other stakeholders on the progress of the Commission's efforts.

ARTICLE V: COMMISSION OFFICERS

A. Commission officers shall consist of:

1. Chairperson

- a. The Commission Chairperson shall be appointed by the majority of the Commission, a quorum being present. Appointment shall be held annually during the Commission's last meeting of each calendar year. The duties of the Chairperson shall be to preside at meetings, decide points of order, announce all business, entertain motions, put motions to vote, and announce vote results.
- b. The Chairperson may call special meetings of the Commission.
- c. The Chairperson or his/her designee may represent the Commission at public functions.
- d. Term of the Chairperson shall be for one year. No person, except a member of the BOS, may serve as Chairperson for more than three (3) consecutive terms. No person, except a member of the BOS, may serve simultaneously as Chairperson for two or more board, commission, or committee that is subject to the jurisdiction of the BOS.

2. Vice-Chairperson

- a. The Vice-Chairperson shall be appointed by the majority of the Commission, a quorum being present. Appointment shall be held annually during the Commission's last meeting of each calendar year.
- b. The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence.
- c. If the Chair becomes vacant, the Vice-Chairperson shall succeed to the Chair until the Commission has appointed its replacement for the Chair.

d. The term of the Vice-Chairperson shall be for one year.

3. Secretary

a. For the purposes of the Commission, the Orange County Clerk of the Board of Supervisors is the Secretary of the Commission. The Secretary's duties are to prepare all of the Commission agendas with related materials, maintain any meeting minutes in accordance with the Ralph M. Brown Act, and with the assistance from the Orange County Office of Coordination perform any other Commission related administrative matters.

ARTICLE VI: DUTIES OF MEMBERS

- A. Members shall attend meetings of the Commission and committees to which they are appointed. The Commission shall routinely review Member attendance at the Commission and committee meetings.
- B. Commission Members shall notify the Chairperson of the Commission of any expected absence for a meeting by 5:00 PM of the day before a regularly scheduled meeting, indicating good and sufficient reasons for the absence. Such notification may be direct or through staff of the Commission.
- C. Commission Members shall comply with the County Equal Employment Opportunity (EEO) and Anti-Harassment Policy and Procedures.
- D. Commission Members shall comply with the County Code of Ethics.
- E. Commission Members shall discharge their duties strictly within their scope of duties as stated in these bylaws.

ARTICLE VII: REMOVAL AND RESIGNATION OF MEMBERS

- A. The BOS may, at any time and without cause, remove any Commission Member from office by majority vote of the BOS.
- B. Resignation of Commission Members shall be effected by a written letter of resignation submitted to the Chairperson of the Commission and to the BOS.

ARTICLE VIII: AD HOC COMMITTEES

A. Ad Hoc Committees - The Chairperson of the Commission may establish ad hoc committees to provide recommendations regarding time-limited tasks that support the goals of the Commission. Ad Hoc committee may be established to serve as a resource to assist in the functions of the CoC Board. Ad Hoc Committees shall have no independent authority and shall be limited to exercising only those specific functions granted to them by the Commission. No ad hoc committee shall have independent authority to commit the Commission to any policy or action without the prior approval of the general membership of the Commission.

ARTICLE IX: MEETINGS AND ACTIONS

The Commission shall meet bi-monthly (every other month) but no less than three times per year to receive reports on progress made on each of the goal areas set forth by the County of Orange. The initial meeting shall take place once the bylaws have been approved by the BOS.

- A. The Commission shall, at its first meeting of each year, adopt a schedule of regular meetings and transmit that schedule in writing to all Members, the BOS, and the public at large.
- B. All Commission meetings, including special meetings, shall be open, public and noticed in conformance with the provisions of the Ralph M. Brown Act, California Government Code Section 54950 et seq., as amended, and shall be held at a location within Orange County, California that satisfies the access requirements of the Americans with Disabilities Act.
- C. Special meetings of the Commission may be called either by the Chairperson or at the request of a majority of Commission Members.
 1. Notice of special meetings shall be delivered to Members personally, by mail or electronically, and must be received no later than twenty-four hours in advance of the meeting.
 2. Said notice must state the business to be considered and whether alternative technological means may be used such as telephone or video conferencing, as technological resource availability permits and as permissible by the Ralph M. Brown Act.
- D. Quorum and voting requirements for meetings are as follows:
 1. Quorum requirements are as follows:
 - a. General Meetings – Quorum shall be no less than fifty percent plus one (50%+1) of the voting Commission membership currently seated.
 2. Voting Majority – Decisions and acts made by majority vote of the voting Members at any duly constituted meeting shall be regarded as acts of the Commission, except as otherwise provided by these Bylaws.
 - a. Members choosing to abstain from voting on specific actions will not affect majority requirements. Abstentions are considered a “non-vote” - neither a vote in the affirmative nor in the negative. However, in order for an action to be passed, a majority of the quorum casting votes must vote in the affirmative.

For example: If, at a standing Commission meeting, six (6) voting Members of the committee are present to vote, and on a particular motion, three (3) vote in the affirmative, two (2) vote in the negative, and one (1) Member abstains, the motion passes.
 3. Voting by Proxy – Members of the BOS and the Orange County District Attorney who serve as Commission Members may designate a substitute to attend a Commission

meeting on their behalf and vote on any action item by submitting the Member's signed proxy to the Commission Chairperson at the start of the meeting.

4. Minutes of the Meeting – The Secretary shall prepare the minutes for each meeting of the Commission and publish it to public at large.
5. Conflict of Interest – Members of the Commission and any of its committees or subcommittees shall abstain from voting on any issue in which they may be personally interested to avoid a conflict of interest in accordance with County, State and Federal laws, regulations and ordinances and shall refrain from engaging in any behavior that conflicts with the best interest of County.
 - a. Members of the Commission shall not vote nor attempt to influence any other Commission Member on a matter under consideration by the Commission as follows:
 - 1) Regarding the provision of services by such Member (or by an entity that such Member represents); or
 - 2) By providing direct financial benefit to such Member or the immediate family of such Member; or
 - 3) Engaging in any other activity determined by County, State or Federal law, regulations and ordinances to constitute a conflict of interest.
 - b. If a question arises as to whether a conflict exists that may prevent a Member from voting, the Chairperson or designee may consult with designated County Staff to assist them in making that determination.
 - c. In order to avoid a conflict of interest or the appearance of such conflict, all nominees to become Members of the Commission shall disclose on forms provided by the County information regarding their private economic interests and shall fully comply with County, State or Federal laws, regulations and ordinances, as applicable.
 - d. Neither Commission nor any of its Members shall promote, directly or indirectly, any political party, political candidate or political activity using the name, emblem or any other identifier of Commission.
 - e. No assets or assistance provided by County to Commission shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

ARTICLE X: AUTHORITY

- A. Parliamentary Authority – The latest available edition of Robert's Rules of Order shall govern the meetings of Commission and its committees and subcommittees in all cases in which it is applicable and in which it is not inconsistent with these Bylaws, any special rules of order the

Commission may adopt, or any applicable County, State and Federal laws, regulations and ordinances.

ARTICLE XI: ADOPTION AND AMENDMENT OF BYLAWS

- A. Adoption – Affirmative vote of at least fifty percent plus one (50% + 1) of those voting, a quorum being present, shall be required to propose changes to these Bylaws.
- B. Amendments
 - 1. Any Member of the Commission may propose amendments to these Bylaws.
 - 2. Proposed amendments shall be submitted in writing and made available to each Member of the Commission not less than five (5) days prior to consideration before a vote can be taken.
- C. All amendments to the Bylaws must be approved by the BOS and shall become effective only upon approval by the BOS.

ARTICLE XII: ESTABLISHMENT AND ADOPTION OF OPERATING PROCEDURES

The Commission will establish and adopt operating procedures pertaining to the routine business of the Commission (i.e., meeting dates, order of business, etc.).

ARTICLE XIII: SEVERABILITY

Should any part, term, portion or provision of these Bylaws be determined to be in conflict with any law, regulation or ordinance or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be deemed severable and their validity shall not be affected thereby provided such remaining portions or provisions can be construed in substance to constitute the provisions that the Members intended to enact in the first instance.