



Training Rooms 1 & 2
14343 Civic Drive
Victorville, CA
www.victorvilleca.gov

HOMELESSNESS SOLUTIONS TASK FORCE

**Regular Meeting Agenda
Tuesday, April 11, 2023**

4:00 p.m. Regular Meeting

The Homelessness Solutions Task Force (HSTF) holds its business meetings in public in accordance with the requirements of the Ralph M. Brown Act, its established policies and procedures, and its adopted parliamentary authority. The HSTF strives to carry out its meetings in an atmosphere of professionalism with full participation by members of the body and the public. As such, the Presiding Officer is empowered to govern meetings to foster the efficient and fair administration of City business.

The HSTF welcomes and encourages public participation and invites the community to attend in person.

Public Comments: Members of the public may submit comments to hstf@victorvilleca.gov. All email comments received by 2 p.m. the day of the meeting will be distributed to the HSTF members. Participants are invited to address the HSTF on agenda and non-agenda topics. Public comments will be no longer than three (3) minutes per community member. Should a speaker conclude their comments prior to the expiration of three (3) minutes, the speaker waives their right to speak for any remaining amount of time.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Recording Secretary at (760) 955-5135 no later than 72 hours prior to the meeting.

Call to Order

Roll Call

APPROVAL OF MINUTES

1. Minutes of the February 14 and March 14, 2023, Homelessness Solutions Task Force Meeting.

Recommendation:

That the Homelessness Solutions Task Force approve the minutes of the Regular Homelessness Solutions Task Force Meeting held on February 14, 2023, and the Cancelled Homelessness Solutions Task Force Meeting on March 14, 2023.

Special Orders of the Day

2. Introduce new HSTF Members and stakeholder positions.

Public Comment

AGENDA ITEMS

Written Communications

3. Homelessness Solutions Task Force Bylaws

Recommendation:

That the Homelessness Solutions Task Force discuss and take action to amend the existing Task Force Bylaws by approving Resolution No. HSTF-23-001.

Program Sharing/ Presentation

4. Victor Valley College Services for Homeless and At-Risk Students – Amber Allen, Director of Student Services

Round Table Updates by Homelessness Solutions Task Force Members

Adjournment

Next Regular Homelessness Solutions Task Force Meeting – May 9, 2023



Item Number: 1

Homelessness Solutions Task Force Meeting of:

April 11, 2023

Subject:

Minutes of the February 14 and March 14, 2023, Homelessness Solutions Task Force meetings.

Recommendation:

That the Homelessness Solutions Task Force approve the minutes of the Homelessness Solutions Task Force meeting held on February 14, 2023, and the Cancelled Homelessness Solutions Task Force Meeting on March 14, 2023.

Attachments:

Attachment A - Minutes of February 14, 2023

Attachment B - Minutes of March 14, 2023

Attachment A



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14343 Civic Drive
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www.victorvilleca.gov

Homelessness Solutions Task Force

Regular Meeting Minutes
Tuesday, February 14, 2023

4:00 p.m. Regular Meeting

Call to Order: The regular meeting of the Homelessness Solutions Task Force was called to order by Chair Davidson at 4:21 p.m.

Roll Call

Present: Chair Davidson, Members Waldron, Quigg, Reece, Phillips, Brown, Roberts, Smith

Also Present: City Planner Webb, Homelessness Solutions Manager Antionette Jackson, Homelessness Solutions Coordinator Lamas, Code Enforcement Official Jorge Duran

Absent: Members Lovato, Weatherspoon-Bell

Approval of Minutes

Motion was made to approve the minutes from the September 13, 2022, November 8, 2022, and January 10, 2023, meetings.

Moved: Member Waldron

Seconded: Member Brown

Motion passed 8-0

Ayes: Chair Davidson, Members Waldron, Quigg, Reece, Phillips, Brown, Roberts, Smith

Absent: Members Lovato, Weatherspoon-Bell

Public Comment

Dr. Zavala

Program Sharing/Presentations

2. Point in Time Count Update – Homelessness Solutions Manager Antionette Jackson

Homelessness Solutions Manager Jackson gave an update.

Questions ensued.

3. Recruitment for New Task Force Members – Homelessness Solutions Coordinator William Lamas

Homelessness Solutions Coordinator Lamas gave an update.

Questions ensued.

4. Aging and Adult Services – Homelessness Solutions Staff

Homelessness Solutions staff gave a presentation.

Questions and comments ensued.

Round Table Discussion

Task force members and City staff shared items regarding homelessness.

Adjournment

Chair Davidson adjourned the meeting at 5:22 p.m.

Attachment B



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Homelessness Solutions Task Force

Regular Meeting Minutes
Tuesday, March 14, 2023

4:00 p.m. Regular Meeting

The meeting of the Homelessness Solutions Task Force was called to order at 4:00 p.m. by Jenele Davidson, Chair of the Homelessness Solutions Task Force, in Training Rooms "1 & 2," Victorville City Hall, 14343 Civic Drive, Victorville, California.

Roll Call

Present: Chair Davidson, Members Waldron, Quigg, Brown, Lovato and Smith

Also Present: City Planner Webb, Homelessness Solutions Manager Jackson, Homelessness Solutions Coordinator Lamas, Code Enforcement Official Duran

Absent: Members Reece, Phillips, Roberts, and Weatherspoon-Bell

Due to a lack of quorum the meeting was subsequently adjourned by Chair Davidson to Tuesday, April 11, 2023, at 4:00 p.m. in Training Rooms "1 & 2", Victorville City Hall, 14343 Civic Drive, Victorville, California.



Homelessness Solutions Task Force

Written Communications

Meeting of: April 11, 2023

Submitted By:

Jenele Davidson, Deputy City Manager

Subject:

Proposed Amendment to Homelessness Solutions Task Force Bylaws

Recommendation:

That the Homelessness Solutions Task Force (Task Force) discuss and take action to amend the existing Task Force Bylaws by approving Resolution No. HSTF-23-001 (Attachment A).

Fiscal Impact:

There is no fiscal impact associated with this action.

Background:

The Victorville City Council directed staff to form a staff-led task force to seek solutions to homelessness within the City on February 5, 2019. The Task Force is an advisory body to the City Council for all items related to homelessness. The Task Force includes both internal and external stakeholders to facilitate multiple viewpoints and insight into the issue of homelessness.

As a cautionary measure and in accordance with best practices, the City elected to run the Task Force as a body of the local agency created through formal action by the City Council, and thereby subject to open meeting laws.

On November 9, 2021, the Task Force adopted bylaws for the rules and procedures of the Task Force by adopting Resolution No. HSTF-21-001 (Attachment C). These bylaws help facilitate the orderly conduct of meetings and perform other related duties.

The Task Force currently consists of thirty (30) representative seats, of which fourteen (14) are voting members that establish quorum. Section 2 of the existing bylaws (Attachment C) states: A quorum must be present at a called meeting when a vote of the committee is scheduled or anticipated on the agenda. Meetings may proceed without a



quorum, provided a vote of the present committee members does not occur during the meeting.

Discussion:

Upon further review of the quorum procedures and out of an abundance of caution to comply with open meeting laws, the City Attorney's Office is advising quorum to be present during Task Force meetings even when no actions are contemplated by the Task Force on the meeting's agenda. The proposed Resolution No. HSTF-23-001 (Attachment A) makes this change to the quorum rules.

The proposed Resolution No. HSTF-23-001 (Attachment A) also outlines changes to Task Force meetings from monthly meetings to bi-monthly meetings on the second Tuesday of every other month (January, March, May, July, September, November).

Lastly, proposed Resolution No HSTF-23-001 outlines the rules and procedures to ensure compliance with all applicable laws, facilitate orderly conduct of meetings and perform other related duties. All amendments are tracked in the Amended Bylaws (Attachment B).

Attachments:

Attachment A – Resolution No. HSTF-23-001 (Amended Bylaws – Clean Version)

Attachment B – Resolution No. HSTF-23-001 (Amended Bylaws – Tracked Changes Version)

Attachment C – Resolution No. HSTF-21-001 (Original Bylaws)

Attachment A

Resolution No. HSTF-23-001
Amended Bylaws - Clean Version

RESOLUTION NO. HSTF- 23-001

A RESOLUTION OF THE HOMELESSNESS SOLUTIONS TASK FORCE OF THE CITY OF VICTORVILLE ESTABLISHING REVISED BYLAWS

WHEREAS, the City of Victorville (“City”) is committed to actively seeking solutions to address homeless related issues throughout Victorville and minimizing effects on both homeless persons and the community; and

WHEREAS, on February 5, 2019, the City Council voted unanimously to direct staff to form a staff-led task force, to include external stakeholders (the “Homelessness Solutions Task Force”), and to comply with the following core objectives developed by staff:

- (1) Identifying strategic goals and estimated resources needed to accomplish such goals;
- (2) Identifying funding to implement programs to benefit the homeless community;
- (3) Identifying partnerships that can be leveraged to achieve the goals of preventing homelessness in the City of Victorville; and
- (4) Developing policy recommendations and processes to measure the effectiveness of new and existing policies and programs designed to prevent homelessness; and

WHEREAS, since its inception, the Homelessness Solutions Task Force has served as an advisory committee to the City Council, recommending actions to the City Council to address complex issues relating to persons experiencing homelessness, bringing such issues to the attention of the community, and receiving public input; and

WHEREAS, in an abundance of caution and in accordance with best practices, the City elected to conduct the business of the Homelessness Solutions Task Force as a body of a local agency created through formal action of the City Council, subject to open meeting laws; and

WHEREAS, in furtherance of the need for the formal organization of a body of the local agency and to ensure the business of said body was properly executed, the Homelessness Solutions Task Force adopted bylaws on November 9, 2021 with Resolution No. HSTF 21-001; and

WHEREAS, to further the purposes of the Homelessness Solutions Task Force, facilitate its continued efficient operation, and ensure compliance with applicable laws, the Homelessness Solutions Task Force had determined the need to revise its bylaws as set forth herein.

NOW, THEREFORE, THE HOMELESSNESS SOLUTIONS TASK FORCE DOES HEREBY ESTABLISH AS FOLLOWS:

SECTION 1. RULES ADOPTED; AMENDMENTS AND REVISIONS

This document constitutes the body of rules of the Homelessness Solutions Task Force (“Bylaws”) for the transaction of its business and supersedes the Bylaws set forth in Resolution No. HSTF-21-001 in their entirety. The Homelessness Solutions Task Force (“Task Force”) will be able to

update, change, or amend these Bylaws by the affirmative vote of a majority of the Voting Members (as hereinafter defined) to ensure compliance with applicable laws, including without limitation, the Brown Act, the Political Reform Act and the Regulations promulgated by the Fair Political Practices Commission (hereinafter “**State Law**”), facilitate the orderly conduct of its meetings, and perform other duties related to advising, recommending, and evaluating measures and methods for addressing homelessness.

SECTION 2: VOTING MEMBERS; QUORUM

There are 30 total representative seats on the Task Force, but only fourteen (14) of those seats have voting privileges. The fourteen (14) stakeholder seats with voting privileges (“**Voting Members**”) belong to appointed members of the public representing different segments of the community and the City staff member serving as the Chair or Vice Chair (see Exhibit A). The remaining sixteen (16) stakeholder seats consist of additional City staff members and representatives from other key agencies invited to share viewpoints and insights without having voting privileges. A quorum of the Task Force consists of a majority of the Voting Members, and more specifically shall constitute eight (8) Voting Members, one of which must be the Chair or Vice Chair. A quorum of the Task Force as defined in this Section, must be present at each Task Force meeting in order for the Task Force to proceed with any transaction of business. However, less than a quorum may adjourn a meeting from time to time.

SECTION 3: MAJORITY DECIDES

Except as otherwise provided in these Bylaws or when required by State Law, the Task Force shall act by a vote of the majority of those Voting Members present and voting. There are 14 appointed stakeholders that have voting privileges and, although there are several City Staff members on the Homelessness Solutions Task Force, the City only holds one vote to be cast by the Chair or Vice Chair, for a maximum number of 14 votes. To clarify, a motion will not pass with a split/tie vote of 7-7. There must be a majority vote of the Voting Members.

SECTION 4: ATTENDANCE AT MEETINGS

- (1) Regular attendance at the meetings of the Task Force is essential to the performance of duties and responsibilities. Any member who fails to attend three consecutive regular meetings, or four out of any five consecutive meetings without consent as noted in the minutes, shall, unless otherwise determined by action of the Task Force, be removed and replaced by the Chair.
- (2) It shall be the duty of the Secretary of the Task Force to keep a public record of the attendance of Task Force members and to promptly advise the Chair or Vice Chair in the event any vacancies exist, or in the event any member of the Task Force is absent for three successive meetings, or four out of five consecutive meetings.
- (3) The Task Force shall meet regularly on the second Tuesday of every other month (January, March, May, July, September, and November) at 4:00 p.m. Additional meetings may be called by order of the Chair or Vice Chair, or by a majority vote of the members. All meetings shall be held in a conference room at Victorville City Hall, 14343 Civic Drive, Victorville, California, unless otherwise determined by the Task Force. The location of each meeting shall be specified on the posted agenda. In the event that a regular meeting

falls on a holiday, the meeting shall be held at the same time on the next succeeding day which is not a holiday.

SECTION 5: VACANCIES AND REPRESENTATIVE SEATS

Task Force vacancies for Voting Members shall be filled by appointment of the Chair or Vice Chair, subject to the approval of the City Manager. The addition of representative seats and roles that do not carry voting privileges may be added at the discretion of the Chair or Vice Chair, subject to the approval of the City Manager, or a majority vote of the Voting Members of the Task Force.

SECTION 6: REMOVAL OF MEMBERS

Any member of the Homelessness Solutions Task Force may be removed from the Task Force membership by the Chair or Vice Chair, subject to the approval of the City Manager, or a majority vote of the Voting Members of the Task Force.

SECTION 7: PRESIDING OFFICER PRIVILEGES

- (1) The Task Force Chair, Vice Chair, and Secretary shall be appointed by the City Manager. The Chair will serve as the presiding officer for all Task Force meetings. In the absence of the Chair, the Vice Chair shall preside. In the absence of both, the Secretary shall call the meeting to order, call the roll and thereafter the Task Force shall elect a temporary presiding officer. At any time the Chair shall enter a meeting, he/she shall assume the role of presiding officer upon the conclusion of the pending item of business; likewise, the Vice Chair shall, in the absence of the Chair, assume the role of presiding officer upon his/her entrance at the conclusion of the pending item of business.
- (2) The Chair or Vice Chair shall exercise all privileges of membership, including the making of motions, seconding, debate, and voting.

SECTION 8: AGENDA

An agenda shall be prepared, posted, and distributed for each meeting by the Secretary in accordance with these rules and as required by the Brown Act.¹ Not later than 72 hours prior to any regularly scheduled meeting, the Secretary shall post and distribute the agenda (including any agenda packet) in accordance with the provisions of the Brown Act and transmit the agenda to the Task Force, the City Clerk, and the City Manager.

- (1) In the case of a special meeting, the Secretary shall cause the agenda, and the agenda packet if applicable, to be posted and distributed at least twenty-four (24) hours in advance of said meeting.
- (2) Items can be placed on the agenda by the Chair or Vice Chair, majority vote of the Voting Members of the Task Force or the City Manager.
- (3) Matters not included on the published agenda may be discussed and acted upon by the Task Force only under the situations specified in Sections 54954.2(a)(3) and (b) of the Brown Act, which are summarized below:

¹ The Brown Act is codified at California Government Code Section 54950 *et seq.* In the event of any conflict between the provisions of these Bylaws and the Brown Act, the provisions of the Brown Act shall prevail.

- (a) A Majority of the Task Force Voting Members present at the meeting determine that the matter in question constitutes an “Emergency”; or
 - (b) Upon determination by a two-thirds (2/3) vote of the Task Force Voting Members present at a meeting, or if less than two-thirds is present then a unanimous vote of Task Force Voting Members present, that (i) there is a need to take immediate action and (ii) the need for action came to the attention of the Task Force after the agenda had been posted; or
 - (c) The item was posted pursuant to Brown Act Section 54954.2(a) for a prior meeting of the Task Force occurring not more than five (5) calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.
- (4) It is inevitable that subjects will arise either during the discussion of agenda items or during Public Comment, on which no action can be taken because the circumstances outlined in Section (3)(a) through (3)(c) above do not exist. In such event, the Chair or Vice Chair shall have the power to limit discussion and refer the matter to Staff, or to place the item on the agenda of a future meeting, upon a majority vote of the Task Force. Members of the Task Force or Staff may also briefly respond to statements made or questions posed by persons exercising their public comment rights, and on their own initiative or in response to questions posed by the public, a member of the Task Force or its Staff may ask a question for clarification, make a brief announcement, or make a brief report on his /her own activities.

SECTION 9: ORDER OF PROCEEDINGS

The order of proceedings of all meetings, shall be as follows, subject to modification at any given meeting at the discretion of the Chair or Vice Chair:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Special Orders of the Day (Introductions of new members, special introductions, etc.)
5. Public Comment
6. Agenda Items
7. Presentations/Program Sharing/Staff Reports (as applicable)
8. Round Table Updates by Homelessness Solutions Task Force Members

SECTION 10: VOTING PROCEDURES; DISQUALIFICATION

- (1) All votes of the Task Force on recommendations to the City Council and any decisions of the Task Force or disposition of any item under consideration, and including motions to order the preparation of a report or resolution or to table or continue any hearing or matter to a definite time within sixty (60) days of such vote, may be decided by voice vote unless a roll call vote is ordered by the Task Force.

- (2) No Voting Member of the Task Force shall abstain from any vote unless disqualified, and no disqualified member shall vote. Disqualification is required for financial conflicts of interest.²
 - (a) A Task Force member who abstains from voting for reasons other than disqualification is counted as being present and in effect consents that a majority of those present and voting shall decide the question being voted upon.
 - (b) A Task Force member who is disqualified from voting shall not be counted as a part of the quorum and shall be considered absent for the purpose of determining the outcome of any vote.
- (3) Task Force members disqualified from voting by reason of financial conflicts of interest shall recuse themselves as follows:
 - (a) At the time an item is called, but prior to the commencement of any discussion thereof, the Task Force member shall openly state that he/she is recusing himself/herself due to a financial conflict of interest and shall publicly identify the financial interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence (if such residence creates the financial interest) is not required. Any recusal and the reason therefor shall be reflected in the Task Force minutes.
 - (b) Except as specified in Subdivision (4) of this Section, a Task Force member who has announced a recusal due to a conflict of interest in any matter shall immediately leave the dais and the hearing room during the discussion and must not vote on such matter.
- (4) Under the conditions set forth in Sections 18707(a)(3)(C) and 18704(d)(2) of the Regulations of the California Fair Political Practices Commission, a Task Force member who has recused himself/herself from voting and debating on an item for a financial conflict of interest may speak as a member of the public regarding an "applicable personal interest" as defined in Section 18704(d)(2). Any Task Force member who does so must leave the dais and follow the same rules as members of the public in the audience.

SECTION 11: RULES OF ORDER

Rosenberg's Rules of Order (2011 revised edition) which may be accessed by visiting: https://www.calcities.org/docs/default-source/get-involved/rosenberg's-rules-of-order-simple-parliamentary-procedures-for-the-21st-century.pdf?sfvrsn=d3f73e91_3 ("**Rules of Order**") shall be followed with respect to matters of parliamentary procedure, except where inconsistent with these Bylaws. However, the failure of the Task Force to conform to said Rules of Order shall not, in any instance, be deemed to invalidate Task Force action taken at a meeting that is otherwise conducted in accordance with applicable law. The Chair or Vice Chair shall enforce all Rules of Order to ensure the orderly conduct of Task Force business.

² Financial conflicts of interest include those decisions that will have a reasonably foreseeable and material financial effect on the economic interests of the Task Force Member or a member of his/her immediate family. See the Political Reform Act (California Government Code § 81000 *et seq.*) and the regulations of the California Fair Political Practices Commission (2 Cal. Code Regs. §18700 *et seq.*) available at: <http://www.fppc.ca.gov/the-law/fppcregulations/regulations-index.html>. Receipt of campaign contributions may also require disqualification.

SECTION 12: CONDUCT OF TASK FORCE MEMBERS

- (1) The Chair or Vice Chair shall decide all questions of order, subject to appeal to the Task Force.
- (2) Task Force members shall maintain order and decorum at all times and shall follow the orders of the Chair or Vice Chair, subject to these Bylaws; shall address only the Task Force, the Staff or the Chair; shall confine themselves to the question under debate; shall avoid personalities and indecorous language; and shall not interrupt any other member except upon a point of order or to request that the floor be yielded.
- (3) Task Force members shall show courtesy to each other, to members of the Staff, and to members of the public at all times.

SECTION 13: CROSS-TALK NOT PERMITTED

- (1) All discussions by members of the Task Force, Staff, or public shall be addressed to the Task Force as a whole, unless the Chair or Vice Chair otherwise permits.
- (2) All questions shall be directed to the Chair unless he/she otherwise permits.

SECTION 14: PUBLIC PARTICIPATION

As required by the Brown Act, the Task Force shall provide an opportunity to members of the public to address the Task Force on any item listed on the agenda. Regular meeting agendas of the Task Force shall also provide for public comment on any item of interest that is not listed on the agenda but that is within the subject matter jurisdiction of the Task Force. Members of the public shall not speak until recognized by the Chair or Vice Chair.

SECTION 15: MEMBERS LEAVING MEETING

No member shall leave any meeting without permission of the Chair or Vice Chair.

SECTION 16: SUSPENSION OF RULES OF ORDER

Any of these Bylaws related solely to parliamentary procedure (Rules of Order) and/or such Bylaws adopted to expedite the orderly transaction of the business of the Task Force (to the extent not governed by State Law or otherwise required to ensure due process/fair process) may be temporarily suspended during a meeting for the duration of that meeting (or for such shorter period as the Task Force may determine) by a two-thirds (2/3) vote of the Voting Members of the Task Force present and voting.

Passed, Approved, and Adopted this ____ day of _____, 2023.

JENELE DAVIDSON, CHAIR
DEPUTY CITY MANAGER

Exhibit A

List of Homelessness Solutions Task Force Representatives

DRAFT

Homelessness Solutions Task Force Representatives

External Stakeholder Categories (Voting Members)

1. Emergency or Short-Term Shelter
2. Meal-Providing Service
3. Faith-Based Organization
4. Local School District
5. Local Clinic or Hospital
6. Real Estate Community
7. Business Community
8. Elderly Community
9. Homeless Community
10. Homeless Youth
11. Alcohol & Drug Services
12. Victims of Domestic Violence
13. Veterans

City of Victorville Staff Representatives (City Holds One Vote)

1. Deputy City Manager (Chair)
2. City Planner (Vice Chair)
3. Code Enforcement Official
4. Homelessness Solutions Manager
5. Homelessness Solutions Coordinator
6. Homelessness Engagement Team (HET) Representative

Other Representative Agencies (Viewpoints Shared, but no Voting Privileges)

1. Chamber of Commerce
2. Board of Supervisors – 1st District
3. San Bernardino County Housing Authority
4. San Bernardino County Probation
5. San Bernardino County Adult and Aging Services
6. San Bernardino County Behavioral Health Services
7. San Bernardino County Sheriff's H.O.P.E. Team
8. Victorville Police Department – M.E.T. Team
9. Victor Elementary School District
10. Victor Valley Union High School District
11. Victor Valley College

Attachment B

Resolution No. HSTF-23-001
Amended Bylaws - Tracked Changes
Version

RESOLUTION NO. HSTF- ~~23-001XXXX-21-001~~

A RESOLUTION OF THE HOMELESSNESS SOLUTIONS TASK FORCE OF THE CITY OF VICTORVILLE ESTABLISHING **REVISED** BYLAWS

WHEREAS, the City of Victorville ("City") is committed to actively seeking solutions to address homeless related issues throughout Victorville and minimizing effects on both homeless persons and the community; and

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WHEREAS, on February 5, 2019, the City Council voted unanimously to direct staff to form a staff-led task force, to include external stakeholders (the "Homelessness Solutions Task Force"), and to comply with the following core objectives developed by staff:

- (1) Identifying strategic goals and estimated resources needed to accomplish such goals;
- (2) Identifying funding to implement programs to benefit the homeless community;
- (3) Identifying partnerships that can be leveraged to achieve the goals of preventing homelessness in the City of Victorville; and
- (4) Developing policy recommendations and processes to measure the effectiveness of new and existing policies and programs designed to prevent homelessness; and

WHEREAS, ~~since its inception, the Homelessness Solutions Task Force has served is to serve~~ as an advisory committee to the City Council, ~~which will advise and recommend~~ing actions to the City Council ~~to address complex issues relating to persons experiencing homelessness, bringing such issues to the attention of the community, and receiving as well as serve to bring attention and receive~~ public input ~~on homelessness~~; and

~~WHEREAS, the Homelessness Solutions Task Force has been established to include representatives from various stakeholder groups to facilitate the sharing of multiple viewpoints and insights into the complex issue of homelessness, while also serving as a means to collectively advocate, support and collaborate with those affected by homelessness and those who serve the homeless community; and~~

WHEREAS, in an abundance of caution and in accordance with best practices, the City ~~has~~ elected to conduct the business of the Homelessness Solutions Task Force as a body of ~~a~~ local agency created through formal action ~~by of~~ the City Council, ~~and thereby~~ subject to open meeting laws; and

WHEREAS, ~~in furtherance of the need the City has determined a need for the formal organization of any a~~ body of the local agency, ~~and to ensure in order for~~ the business of said body ~~was to be properly executed~~executed, the Homelessness Solutions Task Force adopted ~~bylaws on November 9, 2021 with Resolution No. HSTF 21-001; and~~

~~WHEREAS, to further the purposes of the Homelessness Solutions Task Force, facilitate its continued efficient operation, and ensure compliance with applicable laws, the Homelessness Solutions Task Force had determined the need to revise its bylaws as set forth herein.-~~

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NOW, THEREFORE, THE HOMELESSNESS SOLUTIONS TASK FORCE DOES HEREBY ESTABLISH AS FOLLOWS:

SECTION 1. RULES ADOPTED; AMENDMENTS AND REVISIONS

This document constitutes the body of rules of the Homelessness Solutions Task Force (“Bylaws”) for the transaction of its business and supersedes the Bylaws set forth in Resolution No. HSTF-21-001 in their entirety. The Homelessness Solutions Task Force (“Task Force”) will be able to update, change, or amend ~~its these~~ Bylaws ~~as needed to conduct business~~ by the affirmative vote of ~~the a~~ majority of the Voting Members (as hereinafter defined) to ensure compliance with applicable laws, including without limitation, the Brown Act, the Political Reform Act and the Regulations promulgated by the Fair Political Practices Commission (hereinafter “State Law”), facilitate the orderly conduct of its meetings, and perform other duties related to advising, recommending, and evaluating measures and methods for addressing homelessness.

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SECTION 2: VOTING MEMBERS; QUORUM

~~A quorum of the committee consists of a majority of the voting members. For the purpose of the Homelessness Solutions Task Force, a quorum is defined as eight (8) voting members including the Chair or designee. A quorum must be present at a called meeting when a vote of the committee is scheduled or anticipated on the agenda. Meetings may proceed without a quorum, provided a vote of the present committee members does not occur during the meeting.~~ There are 30 total representative seats on the Homelessness Solutions Task Force, but only fourteen (14) of those seats have voting privileges. The fourteen (14) stakeholder seats with voting rights privileges (“Voting Members”) belong to appointed members of the public representing different segments of the community and the City staff member serving as the Chair or Vice Chair (see Exhibit A). ~~The remaining sixteen (16) stakeholder seats consist of additional City staff members and representatives from other key agencies invited to share viewpoints and insights without having voting privileges. A quorum of the Task Force consists of a majority of the Voting Members, and more specifically shall constitute eight (8) Voting Members, one of which must be the Chair or designee Vice Chair. A quorum of the Task Force as defined in this Section, must be present at each Task Force meeting in order for the Task Force to proceed with any transaction of business. However, less than a quorum may adjourn a meeting from time to time.~~

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SECTION 3: MAJORITY DECIDES

Except as otherwise provided in these rules-Bylaws or when required by State Law, the ~~Homelessness Solutions~~ Task Force shall act by a vote of the majority of those ~~v~~ Voting ~~m~~Members present and voting. There are 14 appointed stakeholders that have voting rights privileges and, although there are several City Staff members on the Homelessness Solutions Task Force, the City only holds one vote to be cast by the Chair or designee Vice Chair, for a maximum number of 14 votes. To clarify, a motion will not pass with a split/tie vote of 7-7. There must be a majority vote of the Voting Members.

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SECTION 4: ATTENDANCE AT MEETINGS

- (1) Regular ~~participation attendance at~~ the meetings of the ~~Homelessness Solutions~~-Task Force is essential to the performance of duties and responsibilities. Any member who fails to attend three consecutive regular meetings, or four out of any five consecutive meetings without consent as noted in the minutes, shall, unless otherwise determined by action of the ~~Homelessness Solutions~~-Task Force, be removed and replaced by the Chair.
- (2) It shall be the duty of the Secretary of the ~~Homelessness Solutions~~-Task Force to keep a public record of the attendance of ~~Homelessness Solutions~~-Task Force members and to promptly advise the Chair or ~~designee~~Vice Chair in the event any vacancies exist, or in the event any member of the ~~Homelessness Solutions~~-Task Force is absent for three successive meetings, or four out of five consecutive meetings.
- (3) The ~~Homelessness Solutions~~-Task Force shall meet regularly on the second Tuesday of ~~each every other~~ month (~~January, March, May, July, September and November~~) at 4:00 p.m. Additional meetings may be called by order of the Chair or ~~designee~~Vice Chair, or by a majority vote of the members. All meetings shall be ~~in~~held in a conference room at ~~Victorville~~ City Hall, 14343 Civic Drive, Victorville, California, unless otherwise determined by the ~~Homelessness Solutions~~-Task Force. The location of each meeting shall be specified on the posted agenda. In the event that a regular meeting falls on a holiday, the meeting shall be held at the same time on the next succeeding day which is not a holiday.

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SECTION 5: VACANCIES AND REGULAR MEMBERS REPRESENTATIVE SEATS

Task Force ~~Vacancies for Voting Members~~ shall be filled by appointment of the Chair or ~~designee~~Vice Chair, subject to the approval of the City Manager. The addition of ~~regular members representative seats~~ and roles that do not carry voting privileges may be added at the discretion of the Chair or ~~designee~~Vice Chair, subject to the approval of the City Manager, or a majority vote of the Voting Members of the Homelessness Solutions Task Force.

SECTION 6: REMOVAL OF MEMBERS

Any member of the Homelessness Solutions Task Force may be removed from the Task Force membership by the Chair or ~~designee~~Vice Chair, subject to the approval of the City Manager, or a majority vote of the Voting Members of the Homelessness Solutions Task Force.

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SECTION 7: PRESIDING OFFICER PRIVILEGES

- (1) The Task Force Chair, Vice Chair, and Secretary shall be appointed by the City Manager. The Chair will serve as the presiding officer for all ~~Homelessness Solutions~~ Task Force meetings. In the absence of the Chair, the Vice Chair shall preside. In the absence of both, the Secretary shall call the meeting to order, call the roll call and thereafter the Homelessness Solutions Task Force shall elect a temporary presiding officer. At any time, the Chair shall enter a meeting, he/she shall assume the role of presiding officer upon the conclusion of the pending item of business; likewise, the Vice Chair shall, in the absence of the Chair, assume the chair role of presiding officer upon his/her entrance at the conclusion of the pending item of business.
- (2) The Chair or ~~designee~~Vice Chair shall exercise all privileges of membership, including the making of motions, seconding, debate, and voting.

SECTION 8: AGENDA

An agenda shall be prepared, posted, and distributed for each meeting by the Secretary in accordance with these rules and as required by the Brown Act.¹ Not later than 72 hours preceding prior to any regularly scheduled meeting, the Secretary shall post and distribute the agenda (including any agenda packet) in accordance with the provisions of the Brown Act and transmit the agenda to the ~~Homelessness Solutions~~ Task Force, the City Clerk, and the City Manager.

- (1) In the case of a special meeting, the Secretary shall cause the agenda, and the agenda packet if applicable, to be posted and distributed at least twenty-four (24) hours in advance of said meeting.
- (2) Items can be placed on the agenda by the Chair or ~~designee~~Vice Chair, Homelessness Solutions majority vote of the Voting Members of the Task Force ~~Members~~, or the City Manager.
- (3) Matters not included on the published agenda may be discussed and acted upon by the ~~Homelessness Solutions~~ Task Force only under the following situations specified in Sections 54954.2(a)(3) and (b) of the Brown Act, which are summarized below:

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¹ The Brown Act is codified at California Government Code Section 54950 et seq. In the event of any conflict between the provisions of these Bylaws and the Brown Act, the provisions of the Brown Act shall prevail.

- (a) A Majority of the ~~Homelessness Solutions~~-Task Force ~~Voting m~~Members present at the meeting determine that the matter in question constitutes an "Emergency"; or
 - (b) Upon determination by a two-thirds (2/3) vote of the ~~Homelessness Solutions~~-Task Force ~~Voting~~ Members present at a meeting, or if less than two-thirds is present then a unanimous vote of ~~Homelessness Solutions~~-Task Force ~~Voting~~ Members present, ~~stipulating that~~ (i) there is a need to take immediate action and (ii) the need for action came to the attention of the ~~Homelessness Solutions~~-Task Force after the agenda had been posted; or
 - (c) ~~The item was posted pursuant to Brown Act Section 54954.2(a) for a prior meeting of the Task Force occurring not more than five (5) calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken~~~~The item was posted for a prior meeting occurring not more than fourteen (14) calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.~~
- (4) It is inevitable that subjects will arise either during the discussion of agenda items or during Public Comment, on which no action can be taken because the circumstances outlined in [Section \(3\)\(a\)](#) through [\(3\)\(c\)](#) above do not exist. In such event, the Chair or ~~designee~~[Vice Chair](#) shall have the power to limit discussion and refer the matter to Staff, or to place the item on the agenda of a future meeting, upon a majority vote of the ~~Homelessness Solutions~~-Task Force. [Members of the Task Force or Staff may also briefly respond to statements made or questions posed by persons exercising their public comment rights, and on their own initiative or in response to questions posed by the public, a member of the Task Force or its Staff may ask a question for clarification, make a brief announcement, or make a brief report on his /her own activities.](#)

SECTION 9: ORDER OF PROCEEDINGS

The order of proceedings of all meetings, shall be as follows, subject to modification at any given meeting at the discretion of the Chair or ~~designee~~[Vice Chair](#):

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Special Orders of the Day (Introductions of new members, special introductions, etc.)
5. Public Comment
6. Agenda Items
7. Presentations/Program Sharing/Staff Reports (as applicable)
8. Round Table Updates by Homelessness Solutions Task Force Members

SECTION 10: VOTING PROCEDURES; DISQUALIFICATION

- (1) All votes of the ~~Homelessness Solutions~~-Task Force on recommendations to the City Council and any decisions of the ~~Homelessness Solutions~~-Task Force or disposition of any item under consideration, and including motions to order the preparation of a report or resolution or to table or continue any hearing or matter to a definite time within sixty (60)

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days of such vote, may be decided by voice vote unless a roll call vote is ordered by the Homelessness Solutions Task Force.

(2) No Voting member of the Homelessness Solutions Task Force shall abstain from any vote unless disqualified, and no disqualified member shall vote. Disqualification is required for financial conflicts of interest.²

(a) A Task Force member who abstains from voting for reasons other than disqualification is counted as being present and in effect consents that a majority of those present and voting shall decide the question being voted upon.

(b) A Task Force member who is disqualified from voting shall not be counted as a part of the quorum and shall be considered absent for the purpose of determining the outcome of any vote.

(3) Task Force members disqualified from voting by reason of financial conflicts of interest shall recuse themselves as follows:

(a) At the time an item is called, but prior to the commencement of any discussion thereof, the Task Force member shall openly state that he/she is recusing himself/herself due to a financial conflict of interest and shall publicly identify the financial interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence (if such residence creates the financial interest) is not required. Any recusal and the reason therefor shall be reflected in the Task Force minutes.

(b) Except as specified in Subdivision (4) of this Section, a Task Force member who has announced a recusal due to a conflict of interest in any matter shall immediately leave the dais and the hearing room during the discussion and must not vote on such matter.

(2)(4) Under the conditions set forth in Sections 18707(a)(3)(C) and 18704(d)(2) of the Regulations of the California Fair Political Practices Commission, a Task Force member who has recused himself/herself from voting and debating on an item for a financial conflict of interest may speak as a member of the public regarding an "applicable personal interest" as defined in Section 18704(d)(2). Any Task Force member who does so must leave the dais and follow the same rules as members of the public in the audience. Any disqualified member shall openly state or have the Chair or designee announce the fact and nature of such disqualification in open meeting and shall not be subject to further inquiry. Upon disqualification, the disqualified member shall not debate the issue from his seat, but may respond to the questions from other members of the Homelessness Solutions Task Force. In the event that a disqualified Homelessness Solutions Task Force member wishes to testify on the subject, he shall follow the same rules as a member of the public.

SECTION 11: RULES OF ORDER

² Financial conflicts of interest include those decisions that will have a reasonably foreseeable and material financial effect on the economic interests of the Task Force Member or a member of his/her immediate family. See the Political Reform Act (California Government Code § 81000, et seq.) and the regulations of the California Fair Political Practices Commission (2 Cal. Code Regs. §18700 et seq.) available at: <http://www.fppc.ca.gov/the-law/fppcregulations/regulations-index.html>. Receipt of campaign contributions may also require disqualification.

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Rosenberg's Rules of Order (2011 revised edition) which may be accessed by visiting: https://www.calcities.org/docs/default-source/get-involved/rosenberg's-rules-of-order-simple-parliamentary-procedures-for-the-21st-century.pdf?sfvrsn=d3f73e91_3 ("**Rules of Order**") shall be followed with respect to matters of parliamentary procedure, except where inconsistent with these Bylaws. However, the failure of the Task Force to conform to said Rules of Order shall not, in any instance, be deemed to invalidate Task Force action taken at a meeting that is otherwise conducted in accordance with applicable law. The Chair or ~~designee~~Vice Chair shall enforce all Rules of Order to ensure the orderly conduct of Task Force business.

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SECTION 12: CONDUCT OF TASK FORCE MEMBERS

- (1) The Chair or ~~designee~~Vice Chair shall decide all questions of order, subject to appeal to the ~~Homelessness Solutions~~-Task Force.
- (2) ~~Homelessness Solutions~~-Task Force members shall maintain order and decorum at all times and shall follow the orders of the Chair or ~~designee~~Vice Chair, subject to these Bylaws; shall address only the ~~Homelessness Solutions~~-Task Force, the Staff or the Chair; shall confine themselves to the question under debate; shall avoid personalities and indecorous language; and shall not interrupt any other member except upon a point of order or to request that the floor be yielded.
- (3) ~~Homelessness Solutions~~-Task Force members shall show courtesy to each other, to members of the Staff, and to members of the public at all times.

SECTION 13: CROSS-TALK NOT PERMITTED

- (1) All discussions by members of the ~~Homelessness Solutions~~-Task Force, Staff, or public shall be addressed to the ~~Homelessness Solutions~~-Task Force as a whole, unless the Chair or ~~designee~~Vice Chair otherwise permits.
- (2) All questions shall be directed to the Chair unless he/she otherwise permits.

SECTION 14: PUBLIC RULES FOR PARTICIPATION

As required by the Brown Act, the ~~Homelessness Solutions~~-Task Force shall provide an opportunity to members of the public to address the ~~Homelessness Solutions~~-Task Force on any item listed on the agenda. Regular meeting agendas of the Task Force shall also provide for public comment on any item of interest that is not listed on the agenda but that is within the subject matter jurisdiction of the Task Force. Members of the public shall not speak ~~unless~~-until recognized by the Chair or ~~designee~~Vice Chair ~~before making any statement.~~

SECTION 15: MEMBERS LEAVING MEETING

No member shall leave any meeting without permission of the Chair or ~~designee~~Vice Chair.

SECTION 16: SUSPENSION OF RULES OF ORDER

Any of these Bylaws related solely to parliamentary procedure (Rules of Order) and/or such Bylaws adopted to expedite the orderly transaction of the business of the Task Force (to the extent not governed by State Law or otherwise required to ensure due process/fair process) may be temporarily suspended during a meeting for the duration of that meeting (or for such shorter period as the Task Force may determine) by a two-thirds (2/3) vote of the Voting Members of the

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~~Task Force present and voting~~ These Bylaws may be suspended by a two-thirds vote of the ~~Homelessness Solutions Task Force members present and voting.~~

Passed, Approved, and Adopted this ____ day of ~~November 2021~~ _____, 2023.

JENELE DAVIDSON, CHAIR
DEPUTY CITY MANAGER

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Exhibit A

List of Homelessness Solutions Task Force Representatives

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Homelessness Solutions Task Force Representatives

External Stakeholder Categories (Voting Members)

1. Emergency or Short-Term Shelter {Jimmy Waldron}
2. Meal-Providing Service {Dawn Quigg}
3. Faith-Based Organization {Pastor Rasiene Reece}
4. Local School District {LaRen Whitfield}
5. Local Clinic or Hospital {Erica Phillips}
6. Real Estate Community {Don Brown}
7. Business Community {Paul Marsh}
8. Elderly Community {Yolanda Roberts}
9. Homeless Community {Anthony Schoolfield}
10. Homeless Youth {Dr. Destiny Lovato}
11. Alcohol & Drug Services {Angie Abbott}
12. Victims of Domestic Violence {Regina Weatherspoon Bell}
13. Veterans {Vacant}

City of Victorville Staff Representatives (City Holds One Vote)

1. Deputy City Manager (Chair)
2. City Planner (Vice Chair)
3. Code Enforcement Official
4. ~~Fire Chief~~
5. ~~Economic Development Manager~~ Homelessness Solutions Manager
5. Homelessness Solutions Coordinator {Secretary}
6. Homelessness Engagement Team (HET) Representative

Other Representative Agencies (Viewpoints Shared, but no Voting Privileges)

1. Chamber of Commerce
2. Board of Supervisors – 1st District
3. San Bernardino County Housing Authority
4. San Bernardino County Probation
5. San Bernardino County Adult and Aging Services
6. San Bernardino County Behavioral Health Services
7. San Bernardino County Sheriff's H.O.P.E. Team
8. Victorville Police Department – M.E.T. Team
9. Victor Elementary School District
10. Victor Valley Union High School District
11. Victor Valley College

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Attachment C

Resolution No. HSTF-21-001 Original Bylaws

RESOLUTION NO. HSTF-21-001

A RESOLUTION OF THE HOMELESSNESS SOLUTIONS TASK FORCE OF THE CITY OF VICTORVILLE ESTABLISHING BYLAWS

WHEREAS, the City of Victorville (“City”) is committed to actively seeking solutions to address homeless related issues throughout Victorville and minimizing effects on both homeless persons and the community; and

WHEREAS, on February 5, 2019, the City Council voted unanimously to direct staff to form a staff-led task force, to include external stakeholders (the “Homelessness Solutions Task Force”), and to comply with the following core objectives developed by staff:

- (1) Identifying strategic goals and estimated resources needed to accomplish such goals;
- (2) Identifying funding to implement programs to benefit the homeless community;
- (3) Identifying partnerships that can be leveraged to achieve the goals of preventing homelessness in the City of Victorville; and
- (4) Developing policy recommendations and processes to measure the effectiveness of new and existing policies and programs designed to prevent homelessness; and

WHEREAS, the Homelessness Solutions Taskforce is to serve as an advisory committee to the City Council, which will advise and recommend actions to the City Council as well as serve to bring attention and receive public input on homelessness; and

WHEREAS, the Homelessness Solutions Task Force has been established to include representatives from various stakeholder groups to facilitate the sharing of multiple viewpoints and insights into the complex issue of homelessness, while also serving as a means to collectively advocate, support and collaborate with those affected by homelessness and those who serve the homeless community; and

WHEREAS, in an abundance of caution and in accordance with best practices, the City has elected to conduct the business of the Homelessness Solutions Task Force as a body of local agency created through formal action by the City Council, and thereby subject to open meeting laws; and

WHEREAS, the City has determined a need for the formal organization of any body of the local agency, in order for the business of said body to be properly executed.

NOW, THEREFORE, THE HOMELESSNESS SOLUTIONS TASK FORCE DOES HEREBY ESTABLISH AS FOLLOWS:

SECTION 1. RULES ADOPTED; AMENDMENTS AND REVISIONS

This document constitutes the body of rules of the Homelessness Solutions Task Force (“Bylaws”) for the transaction of its business. The Homelessness Solutions Task Force will be able to update, change or amend its Bylaws as needed to conduct business by the affirmative vote of the majority

to ensure compliance with applicable laws, facilitate orderly conduct of meetings and perform other duties related to advising, recommending and evaluating measures and methods.

SECTION 2: QUORUM

A quorum of the committee consists of a majority of the voting members. For the purpose of the Homelessness Solutions Tasks Force, a quorum is defined as eight (8) voting members including the Chair or designee. A quorum must be present at a called meeting when a vote of the committee is scheduled or anticipated on the agenda. Meetings may proceed without a quorum, provided a vote of the present committee members does not occur during the meeting. There are 30 total representative seats on the Homelessness Solutions Task Force, but only fourteen (14) of those seats have voting privileges. The fourteen (14) stakeholder seats with voting rights belong to appointed members of the public representing different segments of the community and the City staff member serving as the Chair (see Exhibit A).

SECTION 3: MAJORITY DECIDES

Except as otherwise provided in these rules or when required by State Law, the Homelessness Solutions Task Force shall act by a vote of the majority of those voting members present. There are 14 appointed stakeholders that have voting rights and, although there are several City Staff members on the Homelessness Solutions Task Force, the City only holds one vote to be cast by the Chair or designee, for a maximum number of 14 votes. To clarify, a motion will not pass with a split/tie vote of 7-7. There must be a majority vote.

SECTION 4: ATTENDANCE AT MEETINGS

- (1) Regular participation in the meetings of the Homelessness Solutions Task Force is essential to the performance of duties and responsibilities. Any member who fails to attend three consecutive regular meetings, or four out of any five consecutive meetings without consent as noted in the minutes, shall, unless otherwise determined by action of the Homelessness Solutions Task Force, be removed and replaced by the Chair.
- (2) It shall be the duty of the Secretary of the Homelessness Solutions Task Force to keep public record of the attendance of Homelessness Solutions Task Force members and to promptly advise the Chair or designee in the event any vacancies exist, or in the event any member of the Homelessness Solutions Task Force is absent for three successive meetings, or four out of five consecutive meetings.
- (3) The Homelessness Solutions Task Force shall meet regularly on the second Tuesday of each month at 4:00 p.m. Additional meetings may be called by order of the Chair or designee, or by a majority vote of the members. All meetings shall be in a conference room at City Hall, 14343 Civic Drive, Victorville, California, unless otherwise determined by the Homelessness Solutions Task Force. In the event that a regular meeting falls on a holiday, the meeting shall be held at the same time on the next succeeding day which is not a holiday.

SECTION 5: VACANCIES AND REGULAR MEMBERS

Vacancies shall be filled by appointment of the Chair or designee, subject to the approval of the City Manager. The addition of regular members and roles may be added at the discretion of the Chair or designee, subject to the approval of the City Manager, or a majority vote of the Homelessness Solutions Task Force.

SECTION 6: REMOVAL OF MEMBERS

Any member of the Homelessness Solutions Task Force may be removed by the Chair or designee, subject to the approval of the City Manager, or a majority vote of the Homelessness Solutions Task Force.

SECTION 7: PRESIDING OFFICER PRIVILEGES

- (1) The Chair, Vice Chair and Secretary shall be appointed by the City Manager. The Chair will serve as the presiding officer for all Homelessness Solutions Task Force meetings. In the absence of the Chair, the Vice Chair shall preside. In the absence of both, the Secretary shall call the meeting to order, call roll call and thereafter the Homelessness Solutions Task Force shall elect a temporary presiding officer. At any time, the Chair shall enter a meeting, he/she shall assume the role upon the conclusion of the pending item of business; likewise, the Vice Chair shall, in the absence of the Chair, assume the chair upon his/her entrance at the conclusion of the pending item of business.
- (2) The Chair or designee shall exercise all privileges of membership, including the making of motions, seconding, debate and voting.

SECTION 8: AGENDA

An agenda shall be prepared for each meeting by the Secretary in accordance with these rules and as required by the Brown Act. Not later than 72 hours preceding any regularly scheduled meeting, the Secretary shall transmit the agenda to the Homelessness Solutions Task Force, the City Clerk and the City Manager.

- (1) In the case of a special meeting, the Secretary shall cause the agenda, and the agenda packet if applicable, to be posted at least twenty-four (24) hours in advance of said meeting.
- (2) Items can be placed on the agenda by the Chair or designee, Homelessness Solutions Task Force Members, or the City Manager.
- (3) Matters not included on the published agenda may be discussed and acted upon by the Homelessness Solutions Task Force only under the following situations:
 - a. A Majority of the Homelessness Solutions Task Force members present at the meeting determine that the matter in question constitutes an "Emergency"; or
 - b. Upon determination by a two-thirds (2/3) vote of the Homelessness Solutions Task Force Members present at a meeting, or if less than two-thirds is present then a unanimous vote of Homelessness Solutions Task Force Members present stipulating (i) there is a need to take immediate action and (ii) the need for action

- came to the attention of the Homelessness Solutions Task Force after the agenda had been posted; or
- c. The item was posted for a prior meeting occurring not more than fourteen (14) calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.
- (4) It is inevitable that subjects will arise either during the discussion of agenda items or during Public Comment, on which no action can be taken because the circumstances outlined in (a) through (c) above do not exist. In such event, the Chair or designee shall have the power to limit discussion and refer the matter to Staff, or to place the item on the agenda of a future meeting, upon a majority vote of the Homelessness Solutions Task Force.

SECTION 9: ORDER OF PROCEEDINGS

The order of proceedings of all meetings, shall be as follows, subject to modification at any given meeting at the discretion of the Chair or designee:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Special Orders of the Day (Introductions of new members, special introductions, etc.)
5. Public Comment
6. Agenda Items
7. Presentations/Program Sharing/Staff Reports (as applicable)
8. Round Table Updates by Homelessness Solutions Task Force Members

SECTION 10: VOTING PROCEDURES: DISQUALIFICATION

- (1) All votes of the Homelessness Solutions Task Force on recommendations to the City Council and any decisions of the Homelessness Solutions Task Force or disposition of any item under consideration, and including motions to order the preparation of a report or resolution or to table or continue any hearing or matter to a definite time within sixty (60) days of such vote, may be decided by voice vote unless a roll call vote is ordered by the Homelessness Solutions Task Force.
- (2) No member of the Homelessness Solutions Task Force shall abstain from any vote unless disqualified, and no disqualified member shall vote. Any disqualified member shall openly state or have the Chair or designee announce the fact and nature of such disqualification in open meeting and shall not be subject to further inquiry. Upon disqualification, the disqualified member shall not debate the issue from his seat, but may respond to the questions from other members of the Homelessness Solutions Task Force. In the event that a disqualified Homelessness Solutions Task Force member wishes to testify on the subject, he shall follow the same rules as a member of the public.

SECTION 11: RULES OF ORDER: CONDUCT OF TASK FORCE MEMBERS

- (1) The Chair or designee shall decide all questions of order, subject to appeal to the Homelessness Solutions Task Force.

- (2) Homelessness Solutions Task Force members shall maintain order and decorum at all times and shall follow the orders of the Chair or designee, subject to these Bylaws, shall address only the Homelessness Solutions Task Force, the Staff or the Chair, shall confine themselves to the question under debate, shall avoid personalities and indecorous language and shall not interrupt any other member except upon a point of order or to request that the floor be yielded.
- (3) Homelessness Solutions Task Force members shall show courtesy to each other, to members of the Staff and to members of the public at all times.

SECTION 12: CROSS-TALK NOT PERMITTED

- (1) All discussions by members of the Homelessness Solutions Task Force, Staff, or public shall be addressed to the Homelessness Solutions Task Force as a whole, unless the Chair or designee otherwise permits.
- (2) All questions shall be directed to the Chair unless he/she otherwise permits.

SECTION 13: PUBLIC RULES FOR PARTICIPATION

As required by the Brown Act, the Homelessness Solutions Task Force shall provide an opportunity to members of the public to address the Homelessness Solutions Task Force on any item listed on the agenda. Members of the public shall not speak unless recognized by the Chair or designee before making any statement.

SECTION 14: MEMBERS LEAVING MEETING

No member shall leave any meeting without permission of the Chair or designee.

SECTION 15: SUSPENSION OF RULES

These Bylaws may be suspended by a two-thirds vote of the Homelessness Solutions Task Force members present and voting.

Passed, Approved, and Adopted this 9th day of November 2021.



JENELE DAVIDSON, CHAIR
DEPUTY CITY MANAGER

Exhibit A

List of Homelessness Solutions Task Force Representatives

Homelessness Solutions Task Force Representatives

External Stakeholder Categories (Voting Members)

1. Emergency or Short-Term Shelter
2. Meal-Providing Service
3. Faith-Based Organization
4. Local School District
5. Local Clinic or Hospital
6. Real Estate Community
7. Business Community
8. Elderly Community
9. Homeless Community
10. Homeless Youth
11. Alcohol & Drug Services
12. Victims of Domestic Violence
13. Veterans

City of Victorville Staff Representatives (City Holds One Vote)

1. Deputy City Manager (Chair)
2. City Planner (Vice Chair)
3. Code Enforcement Official
4. Fire Chief
5. Economic Development Manager
6. Homelessness Solutions Coordinator (Secretary)

Other Representative Agencies (Viewpoints Shared, but no Voting Privileges)

1. Chamber of Commerce
2. Board of Supervisors – 1st District
3. San Bernardino County Housing Authority
4. San Bernardino County Probation
5. San Bernardino County Adult and Aging Services
6. San Bernardino County Behavioral Health Services
7. San Bernardino County Sheriff's H.O.P.E. Team
8. Victorville Police Department – M.E.T. Team
9. Victor Elementary School District
10. Victor Valley Union High School District
11. Victor Valley College