



HOMELESSNESS SOLUTIONS TASK FORCE

Regular Meeting Agenda

Tuesday, November 9, 2021, 4:00 P.M.

Zoom: <https://victorvilleca-gov.zoom.us/j/89263716382>

Meeting ID: 892 6371 6382

Join by Phone: 1 669 900 9128

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. Pursuant to AB 361, this meeting will be conducted utilizing teleconference and electronic means. Members of the public can observe the meeting using Zoom.

To provide public comment via Zoom, click "Raise Hand" to request to speak when Public Comment is being taken. When it is your turn, you will be removed from mute and allowed to make public comments for an allotted time. If you would like your comments to be read during the meeting, please email your comments to hstf@victorvilleca.gov before 2 p.m. the day of the meeting. If your comment does not apply to a specific Agenda Item, write General Public Comment in the subject line.

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

Public Comment

AGENDA ITEMS

Written Communications

1. That the HSTF Adopt a Resolution to Allow Participation in Public Meetings via Teleconference pursuant to Assembly Bill 361.
2. Homelessness Solutions Task Force Bylaws

Program Sharing/ Presentation

3. **Status of Wellness Center Project & Homekey Application**-City Planner, Scott Webb
4. **New Process for SB County Rent Relief Program**- Homelessness Solutions Coordinator, Cassandra Searcy
5. **Point in Time Count Survey**- Homelessness Solutions Coordinator, Cassandra Searcy
6. **US Vets (Presentation)**-Communications Manager, Denise Desirello

Round Table Discussion

Adjournment

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Homelessness Solutions Task Force Meeting of:

November 9, 2021

Subject:

Minutes of the October 12, 2021 Homelessness Solutions Task Force meeting.

Recommendation:

That the Homelessness Solutions Task Force approve the minutes of the Homelessness Solutions Task Force meeting held on October 12, 2021.

Attachments:

Attachment A - Minutes of October 12, 2021



Zoom
14343 Civic Drive
Victorville, CA
www.victorvilleca.gov

Homelessness Solutions Task Force

Regular Meeting Minutes
Tuesday, October 12, 2021

4:00 p.m. Regular Meeting

Call to Order: The regular meeting of the Homelessness Solutions Task Force was called to order by Homelessness Solutions Coordinator Searcy at 4:12 p.m. via Zoom.

Roll Call

Present: Chair Davidson, Member Quigg, Member Reece, Member Ross, Member Brown, Member Marsh, Member Roberts, Member Robertson

Also Present: Homelessness Solutions Coordinator Searcy, Code Enforcement Official Duran, Economic Development Manager Marin-Pineda

Absent: Member Waldron, Member Whitfield, Member Schoolfield, Member Lovato, Member Abbott

1. Conduct of Homelessness Solutions Task Force Meetings Pursuant to AB 361

Recommendation:

That the Homelessness Solutions Task Force make the following findings:

1. A state of emergency as a result of the threat of COVID-19 still exists and continues to impact the ability of members of the public, the Homelessness Solutions Task Force members, City staff and consultants/presenters to meet safely in person; and
2. The State of California and the City of Victorville continue to follow safety measures in response to COVID-19 as ordered or recommended by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (DPH), and/or County of San Bernardino, as applicable, including facial coverings when required and social distancing; and
3. The Homelessness Solutions Task Force hereby declares that, pursuant to these findings, City staff are authorized to utilize teleconferencing accessibility to conduct public meetings pursuant to AB 361 (Stats. 2021, ch. 165) and Government Code § 54953, as amended thereby.

Motion was made to approve staff recommendation.

Moved: Member Brown
Seconded: Member Robertson

Motion passed 8-0

Ayes: Chair Davidson, Member Quigg, Member Reece, Member Ross, Member Brown, Member Marsh, Member Roberts, Member Robertson

Absent: Member Waldron, Member Whitfield, Member Schoolfield, Member Lovato, Member Abbott

2. City's ARPA Recovery Program

Homelessness Solutions Coordinator Searcy discussed the City's ARPA Recovery Program.

3. Project Homekey Update

Homelessness Solutions Coordinator Searcy discussed the Homekey application submittal.

4. Presentations

Anthony Perez gave a presentation on Desert Haven.

5. Round Table Discussion/Updates

Member Reece spoke of needed donations.

Member Quigg spoke of the Thanksgiving Giveaway signups.

Chair Davidson spoke on needing to revisit the bylaws at the next meeting.

Member Robertson spoke of the Candlelight vigil.

Member Brown thanked Code Enforcement for their efforts.

Public Comment

None.

Adjournment

Homelessness Solutions Coordinator Searcy adjourned the meeting at 5:23 p.m.

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Homelessness Solutions Task Force

Written Communications

Meeting of: November 9, 2021

Submitted By:

Jenele Davidson, Deputy City Manager

Subject:

Conduct of Homelessness Solutions Task Force Meetings Pursuant to AB 361

Recommendation:

That the Homelessness Solutions Task Force make the following findings:

1. A state of emergency as a result of the threat of COVID-19 still exists and continues to impact the ability of members of the public, the Homelessness Solutions Task Force members, City staff and consultants/presenters to meet safely in person; and
2. The State of California and the City of Victorville continue to follow safety measures in response to COVID-19 as ordered or recommended by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (DPH), and/or County of San Bernardino, as applicable, including facial coverings when required and social distancing; and
3. The Homelessness Solutions Task Force hereby declares that, pursuant to these findings, City staff are authorized to utilize teleconferencing accessibility to conduct public meetings pursuant to AB 361 (Stats. 2021, ch. 165) and Government Code § 54953, as amended thereby.

Fiscal Impact:

There is no fiscal impact associated with this action.

Background:

The State of California and the City of Victorville proclaimed the existence of a State of Emergency as a result of the threat of COVID-19, on March 4, 2020 and March 17, 2020, respectively.

In an effort to reduce the spread of COVID-19 at public meetings, on March 17, 2020, the Governor of California issued Executive Order N-29-20 which suspended and modified specified provisions of the Brown Act [Government Code Section § 54950 *et seq.*] and

authorized local legislative bodies to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and address the local legislative body. On June 11, 2021, the Governor issued Executive Order N-08-21 which extended the teleconference provisions of Executive Order N-29-20 for public meetings through September 30, 2021. The City implemented teleconference procedures and accessibility for conducting its public meetings while the Governor's "Stay-At-Home" order was in effect in early 2020.

On May 4, 2021, the Governor issued Executive Order N-60-20 which established a framework for a gradual, risk-based reopening of the economy; and on June 11, 2021, issued Executive Order N-07-21, which formally rescinded the "Stay-At-Home" order imposed by Executive Order N-33-20, issued on March 19, 2020.

Following the established state framework for reopening the economy, the City has resumed limited in-person public meetings while also offering teleconference accessibility to members of the public, City Council, members of City boards, commissions, and committees, City staff and consultants.

AB 361 was signed into law by the Governor on September 16, 2021, which went into effect immediately as urgency legislation (codified under Government Code § 54953), and waived certain provisions of the Brown Act in order to allow local agencies to continue to meet remotely. Specifically, the bill allows remote teleconference flexibility, but only when there is a state of emergency that makes it unsafe to meet in person.

Discussion:

AB 361 adds new procedures and clarifies the requirements for conducting remote meetings, including the following:

- Public Comment Opportunities in Real Time – A legislative body that meets remotely pursuant to AB 361 must allow members of the public to access the meeting via a call-in option or an internet-based service option, and the agenda for the remote meeting must provide an opportunity for members of the public to directly address the body in real time. A legislative body cannot require public comments to be submitted in advance of the meeting.
- No Action During Disruptions – In the event of a disruption that prevents the local agency from broadcasting the remote meeting, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, AB 361 prohibits the legislative body from taking any further action on items appearing on the meeting agenda until public access is restored.
- Periodic Findings – Government Code § 54953(e)(B) requires the legislative body to hold a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risk to the health or safety of attendees.

The City has already implemented and is in full compliance with the requirements listed above when conducting public meetings via teleconference, which are now codified in Government Code § 54953(e)(2)(B-G).

Recently, the City re-established capacity limits on all conference and meeting rooms at City Hall due to COVID-19 case rates to ensure adequate social distancing can be maintained for in-person meetings. While most of the City's legislative bodies will be able to continue holding limited in-person public meetings while also offering teleconference accessibility for staff and members of the public, the Homeless Solutions Task Force (HSTF) is unique in that it has a larger membership which includes representatives from multiple departments across more than one government agency. Available City facilities are not currently sufficient to conduct in-person meetings that would adequately accommodate Homeless Solutions Task Force members, City staff, and members of the public while also adhering to established capacity limits, maintaining social distancing and providing the technology needed to effectively provide teleconference accommodations for anyone wishing to participate remotely.

At the regular HSTF meeting held on October 12, 2021, the HSTF made the findings as required by AB 361 to host their meetings virtually for a 30-day period. As required by AB 361, staff are bringing this item back to consider for another 30-day option as the findings noted above have not changed.

Based on these circumstances, City staff recommends that the Homelessness Solutions Task Force take action to approve the recommended findings to allow public meetings to continue under the teleconference format pursuant to AB 361.

The Homelessness Solutions Task Force will need to reevaluate circumstances and consider these findings every 30 days.

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Homelessness Solutions Task Force

Written Communications

Meeting of: November 9, 2021

Submitted By:

Jenele Davidson, Deputy City Manager

Subject:

Homelessness Solutions Task Force Bylaws

Recommendation:

That the Homelessness Solutions Task Force (Task Force) adopt Resolution No. HSTF-21-001 establishing Bylaws.

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 local agency created through formal action by the City Council, and thereby subject to open meeting laws.

Discussion:

Resolution No. HSTF-21-001 outlines the proposed rules and procedures for the Task Force to ensure compliance with applicable laws, facilitate 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. When a vote is required, a quorum of eight (8) members is necessary to hold a meeting; however, if there are no agenda items requiring a vote, a

quorum is not needed. Any motion considered by the Task Force will require a majority vote of the voting members present to pass.

The City Manager selects the Chair, Vice Chair and Secretary. The Chair will be the presiding officer of the meeting, with the Vice Chair presiding over the meeting in the Chair's absence. If both the Chair and Vice Chair are absent from a meeting, the Secretary will assume the role of presiding officer. The Chair appoints members of the committee as vacancies occur, subject to the approval of the City Manager.

The meeting format will be as follows:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Special Orders of the Day (special introductions or new member introductions)
5. Public Comment
6. Agenda Items
7. Presentation/Program Sharing
8. Round Table Updates by Task Force Members

Task Force members will continue to be respectful and be courteous to one another throughout the meeting as referenced in Section 11 & 12 of Resolution No. HSTF-21-001. Members may be removed by the Chair for failure to conduct themselves according to the established Bylaws, subject to City Manager approval, or by majority vote of the Task Force.

The Task Force may modify or amend the Bylaws by a majority vote if needed in the future.

Staff recommends that the Task Force take action to approve the staff recommendation and establish the Homelessness Solutions Task Force 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 _____ 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