



**Health & Human Services  
Agency  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CRDCKER  
District One  
PETE VANDER PDEL  
District Two  
AMY SHUKLIAN  
District Three  
J. STEVEN WDRTHLEY  
District Four  
MIKE ENNIS  
District Five

**AGENDA DATE:** September 25, 2018

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
County Counsel Sign-Off	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
CONTACT PERSON: Jason Britt    PHONE: 624-8000		

**SUBJECT:** Adopt the revised By-Laws of the Tulare County Task Force on Homelessness

**REQUEST(S):**  
That the Board of Supervisors:

1. Approve an increase of three members on the Tulare County Task Force on Homelessness to include representatives from the Affordable Housing Development sector, the Education Sector, and the homeless community; and
2. Adopt the revised By-Laws of the Tulare County Task Force on Homelessness.

**SUMMARY:**  
In December 2016, the Board approved the By-Laws of the Tulare County Task Force on Homelessness in an effort to create a coordinated response to local homelessness. The Task Force held its first meeting in June 2017, and meets the third Wednesday of each month.

Recognizing the importance of a fully multi-sector response to the issue, the Task Force revised the by-laws to allow two additional members to join the committee: I) Affordable Housing Developer representative, and II) Education Sector representative and to allow a current or formerly homeless community representative to sit on the Task Force under the Partner seat. In addition, the Education Sector was moved from the partner section to the member section. The

**SUBJECT:** Adopt the revised By-Laws of the Tulare County Task Force on Homelessness

**DATE:** September 25, 2018

By-Laws were revised to reflect the new membership composition, increased to a total of twenty (20) representatives from the original total of seventeen (17) approved by Board resolution on December 20, 2016. The revised by-laws were approved by the Task Force on September 19, 2018.

**FISCAL IMPACT/FINANCING:**

There is no fiscal impact associated with this item. There is no net county cost to the General Fund.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's Strategic Business Plan includes the Quality of Life initiative to promote public health and welfare and encourage the provision of quality supportive services for individuals in Tulare County. The adoption of the revised By-Laws of the Tulare County Task Force on Homelessness will allow the County and other stakeholders to better coordinate a more effective response to homelessness and improve the quality of life of all residents.

**ADMINISTRATIVE SIGN-OFF:**



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Jason Britt  
Agency Director

cc: County Administrative Office

Attachment(s) Revised By-Laws of the Tulare County Task Force on Homelessness

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF ADOPT THE )  
REVISED BY-LAWS OF THE ) Resolution No. \_\_\_\_\_  
TULARE COUNTY TASK FORCE ) Agreement No. \_\_\_\_\_  
ON HOMELESSNESS )

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: MICHAEL C. SPATA  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

1. Approved an increase of three members on the Tulare County Task Force on Homelessness to include representatives from the Affordable Housing Development sector, the Education Sector, and the homeless community; and
2. Adopted the revised By-Laws of the Tulare County Task Force on Homelessness.

Tulare County Health & Human Services Agency  
Tulare County Task Force on Homelessness  
By-Laws

**ARTICLE I. NAME**

The name of this board shall be the Tulare County Task Force on Homelessness ("Task Force").

**ARTICLE II. PURPOSE AND RESPONSIBILITY**

These by-laws govern the functions and duties, as well as the conduct of all meetings of the Task Force.

The purpose of the Task Force is to advise and assist the Health & Human Services Agency ("the Agency") on the Agency's efforts to address homelessness issues affecting the community, and report to the Tulare County Board of Supervisors ("Board of Supervisors") on a periodic basis.

The responsibilities of the Task Force shall include:

1. Assist the Agency in assessing the community's homeless population and services, including strengths and gaps in the current system (including rural and/or underserved areas), and help to develop strategies to meet unmet needs.
2. Recommend policies that improve quality of life for homeless persons.
3. Make recommendations on strategies, goals, and funding resources to address homelessness within the county.
4. Encourage support for the development and implementation of effective homeless programs and services.
5. Develop recommendations for the Agency relevant to existing and proposed legislation on homelessness.
6. Assist in the production of written reports for presentation to the Board of Supervisors. Present an annual report to the Board of Supervisors.
7. With the concurrence of the Board of Supervisors, advocate for increased action to improve the situation of homeless persons.
8. Such other duties as assigned by the Board of Supervisors or Health & Human Services Agency Director.

## ARTICLE III. MEMBERS

Section 1 – Number. The Task Force shall consist of twenty (20) representatives.

Section 2 – Members.

- a. Health & Human Services Agency Director or his/her designee shall serve to represent the County, with all voting rights of a member.
- b. Board of Supervisors representative.
- c. Kings/Tulare Homeless Alliance representative.
- d. Law Enforcement representative.
- e. Community Action Agency representative.
- f. Housing Authority representative.
- g. Faith Community representative.
- h. Transit Authority representative.
- i. Tulare County Farm Bureau representative.
- j. City of Visalia representative (Community Development Director or similar position, or his/his designee).
- k. City of Tulare representative (Community Development Director or similar position, or his/her designee).
- l. City of Porterville representative (Community Development Director or similar position, or his/her designee).
- m. City of Dinuba representative (Community Development Director or similar position, or his/her designee).
- n. City of Lindsay representative (Community Development Director or similar position, or his/her designee).
- o. City of Farmersville representative (Community Development Director or similar position, or his/her designee).
- p. City of Exeter representative (Community Development Director or similar position, or his/her designee).
- q. City of Woodlake representative (Community Development Director or similar position, or his/her designee).
- r. Education Sector representative
- s. Affordable Housing Developer representative
- t. Partner. One (1) member from a category which may include one of the following shall be selected to represent partners from the community:
  - Mental Health practitioner or representative
  - Health practitioner, health clinic, hospital, or other medical service agency

- Senior citizen or agency providing services primarily to senior citizens
- Community-based organization
- Community health-related coalition
- Current or Formerly Homeless community representative

Section 3 – Term. Members of the Task Force shall serve for a term of three (3) years commencing on January 1st of the year they are appointed. New members replacing a member who has not completed his or her term will serve for the remainder of that term, and then may be reappointed to a new three (3) year term by the Board of Supervisors. There will be no term limitations.

The Board of Supervisors shall initially appoint a member to a greater or lesser term in order to ensure that the terms of the twenty (20) members are staggered. For the purpose of staggering the three-year terms, the nine (9) members appointed for Health & Human Services Agency Director, Board of Supervisors, Kings/Tulare Homeless Alliance, Law Enforcement, Community Action Agency, Housing Authority, Faith Community, Transit Authority, and Partner shall be appointed for three years. The remaining eleven (11) voting members appointed for the eight (8) cities and the Education Sector representative, the Affordable Housing Developer representative, and Farm Bureau will be appointed for two (2) years.

The Task Force seats with two (2) year terms will convert to standard three (3) year terms upon expiration of the first two (2) year term, thus allowing continued staggered terms.

#### Section 4 – Vacancies.

- a. Events Causing. A vacancy shall exist on the occurrence of any of the following: (a) removal by the Board of Supervisors; (b) death or resignation, or (c) when a member of the Committee has three (3) consecutive absences that are not excused by the Task Force.
- b. Resignations. Any member may resign by giving written notice to the Chairman or Secretary. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective.
- c. Filling Vacancies. Vacancies on the Task Force shall be filled by the Board of Supervisors. Notices shall be placed in all Tulare County newspapers and weekly publications that the County is seeking members. Present Task Force members may make recommendations to fill vacancies.

Section 5 – Attendance. Members must attend the regular meetings. If a member is unable to attend a regular meeting, he/she shall so inform the identified Agency staff person, giving the reason for the absence. The Agency staff person shall include on the Task Force agenda an action item for a vote as to whether or not an absence should be excused. Three (3) unexcused absences shall constitute resignation from the Task Force, and the Board of Supervisors shall be notified that a vacancy has occurred.

Section 6 – Removal. Members of the Task Force serve at the pleasure of the Board of Supervisors and may be removed by a majority vote of the Board of Supervisors. The Task Force shall have the right to recommend to the Board of Supervisors the removal of a Task Force member upon a two-thirds (2/3) vote of the Task Force.

Section 7 – Compensation. All members of the Task Force shall serve without compensation, except that they may receive reimbursement for expenses incurred and for mileage and/or cost of transportation, as determined by the Board of Supervisors.

#### **ARTICLE IV. RECRUITMENT AND APPOINTMENT**

Potential members shall be recruited through a public notice process that shall include advertising in local newspapers and/or other media outlets. Potential members shall complete an application. Applications will be reviewed by the Health & Human Services Agency and recommended to the Board of Supervisors.

## ARTICLE V. MEETINGS

Section 1 – All meetings of the Task Force shall be scheduled, called, noticed, and conducted in accordance with the provisions of the Ralph M. Brown Act (Brown Act) (commencing with Section 54950 of the Government Code). In matters of parliamentary procedures not covered in the Brown Act or these by-laws, the latest edition of Robert's Rules of Order shall prevail.

Section 2 – Regular Meetings. The Task Force shall develop a schedule of regular meetings that shall be held at least quarterly. All meetings of the Task Force shall be open and accessible to the public. The date, time, and place shall be recorded in the minutes of the meetings.

Cancellation of meetings shall be in writing if sufficient time is available to notify the members. Should the meeting be cancelled within five (5) days of the scheduled meeting date, an Agency staff member shall telephone each member and advise him/her of the cancellation.

Section 3 – A written agenda stating the date and hour of each meeting shall be emailed to each Task Force member not less than five days before each meeting.

Section 4 – Special Meetings. Special meetings may be called for any purpose at any time by the Chairman or a majority of the members. Notice of the time and place of the meeting must meet the requirements of the Brown Act.

Section 5 – Place of Meeting. The Task Force shall hold meetings at such place in the County of Tulare, as may be designated in the notice of meeting.

Section 6– Quorum and Vote. Each member shall be entitled to one vote on each matter submitted to a vote of the Task Force. Fifty percent plus one (50% +1) of the active members shall constitute a quorum. Actionable items are decided by majority vote. A majority is defined as 50% + 1 of the members present and voting.

Section 7 – Adjournment. A majority of the members present, whether or not a quorum is present, may adjourn any meeting.

## ARTICLE VI. OFFICERS

Section 1 - The officers of the Task Force shall consist of the following:

- a) Chairperson
- b) Vice-Chairperson
- c) Secretary

Section 2 - Duties of the Officers.



- a. Chairman. The Chairman shall preside at meetings and shall exercise and perform such other duties as the Task Force may assign from time to time.
- b. Vice-Chairman. If the Chairman is absent, the Vice-Chairman shall perform all duties of the Chairman. The Vice-Chairman shall perform such other duties as the Task Force may assign from time to time.

If the Chairman and Vice-Chairman are both absent, the Secretary shall act as Chairman pro tempore, who, while so acting, shall have all of the authority of the Chairman. If the Secretary is also absent, the Task Force shall select one of the members to act as Chairman pro tempore.

- c. Secretary. The Secretary shall keep a record of minutes of all meetings, proceedings, recommendations, and actions of the Task Force. The minutes shall reflect which members were present or absent. Any excused absences shall be recorded in the minutes. The minutes shall include the time and place that the meeting was held.

Section 3 – Election. The officers shall be elected by the Task Force members at the first meeting of the calendar year and shall serve for one year. Officers shall be eligible for re-election.

Section 4 – Removal. The Chairperson or Vice-Chairperson may be removed from office and relieved of duties by 2/3 majority vote of the Task Force.

Section 5 – Vacancy. Upon resignation or removal of the Chairperson, the Vice-Chairperson shall ascend to the office of the Chairperson. An election for the Vacant office of the Vice-Chairperson shall be conducted.

## **ARTICLE VII. AMENDMENTS**

The Task Force may adopt, amend, or repeal the by-laws, but only with the approval of the Board of Supervisors.

## **ARTICLE VIII. SPOKESPERSON FOR ADVISORY BOARD**

Unless designated otherwise by a majority vote of the Task Force, the Chairperson and Vice-Chairperson shall be the only official spokespersons representing the Task Force to the Board of Supervisors, media, other interested parties and the general public.

## **ARTICLE IX. CONFLICT OF INTEREST**

The Task Force and its members shall be subject to the conflict of interest rules applicable to the Board of Supervisors and the employees of the County, including, but not necessarily limited to the following, to the extent they are applicable:

- a. The California Political Reform Act of 1974, California Government Code §§ 87100 et seq., and the regulations of the Fair Political Practices Commission promulgated there under;

- b. The prohibition of contractual conflicts of interest set forth in California Government Code §§ 1090 et seq.;
- c. The prohibition of incompatible employment, activity or enterprise for compensation set forth in California Government Code §§ 1126 et seq.; and
- d. The common law rules against conflicts of interest.