

RESOLUTION OF THE BOARD OF SUPERVISORS OF
ORANGE COUNTY, CALIFORNIA

February 6, 2018

WHEREAS, the November 15, 2015 Management, Operations and Public Safety Plan was created as a best practice model for operation of a Year Round Emergency Shelter Program and Multi-Service Center; and,

WHEREAS, the concept of a Community Advisory Board is outlined in the Management, Operations and Public Safety Plan to promote open communication between community stakeholders concerning the operation of the shelter programs and multi-service centers; and,


WHEREAS, the Bridges at Kraemer Place Community Advisory Board is to be specifically established, and operated by the OPERATOR of the shelter under the Board approved Shelter Operator Agreement.

NOW, THEREFORE, BE IT RESOLVED THAT THIS BOARD DOES HEREBY:

1. Approve creation of the Bridges at Kraemer Place Community Advisory Board effective February 6, 2018.
2. Adopt the Bridges at Kraemer Place Community Advisory Board Bylaws attached to this resolution effective upon the establishment and formation of the Community Advisory Board.

The foregoing was passed and adopted by the following vote of the Orange County Board of Supervisors, on February 06, 2018, to wit:

AYES: Supervisors: TODD SPITZER, MICHELLE STEEL, SHAWN NELSON
LISA A. BARTLETT, ANDREW DO
NOES: Supervisor(s):
EXCUSED: Supervisor(s):
ABSTAINED: Supervisor(s):



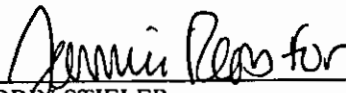
CHAIRMAN

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, ROBIN STIELER, Clerk of the Board of Orange County, California, hereby certify that a copy of this document has been delivered to the Chairman of the Board and that the above and foregoing Resolution was duly and regularly adopted by the Orange County Board of Supervisors

IN WITNESS WHEREOF, I have hereto set my hand and seal.





ROBIN STIELER
Clerk of the Board
County of Orange, State of California

Resolution No: 18-011
Agenda Date: 02/06/2018
Item No: 15



I certify that the foregoing is a true and correct copy of the Resolution adopted by the Board of Supervisors, Orange County, State of California

Robin Stieler, Clerk of the Board of Supervisors

By _____
Deputy

Bridges at Kraemer Place Community Advisory Board Bylaws

ARTICLE I: NAME, PURPOSE AND FUNCTIONS

- A. The name of this organization shall be the Bridges at Kraemer Place Community Advisory Board, hereinafter referred to as "CAB." It is established pursuant to Resolution # 18-011 approved by the Board of Supervisors.
- B. The purpose of the CAB is to:
1. Act as an advisory body to the shelter operator, having no independent authority to act on matters such as legislation or lobbying.
 2. Provide review of the operations of the Year Round Emergency Shelter Bridges at Kraemer Place as provided for in the Board of Supervisors approved Scope of Services in the Shelter Operator Agreement, but having no authority to make contractual or financial decisions concerning the operation of the Year Round Emergency Shelter at Kraemer Place.
- C. The functions of the CAB are as follows:
1. Provide review of the operations of the Bridges at Kraemer Place Year Round Emergency Shelter Program and Multi-Service Center and provide report to the Orange County Board of Supervisors biannually.
 2. Enhance community relations
 3. Receive and address information of any strengths and concerns from the neighborhood, local businesses, city and county entities, service provider partners and shelter clients about the operation of Bridges at Kraemer Place Year Round Emergency Shelter Program and Multi-Service Center, and communicate that information to the County
- D. In the performance of its responsibilities, the CAB shall not engage nor employ any discriminatory practices in the provision of services or benefits, assignment of accommodations, treatment, employment of personnel or in any other respect on the basis of sex, race, color, ethnicity, national origin, ancestry, religion, age, marital status, medical condition, sexual orientation, physical or mental disability or any other protected group in accordance with the requirements of all applicable County, State or Federal laws, regulations or ordinances.

ARTICLE II: APPOINTMENT AND MEMBERSHIP

- A. Membership of the CAB is to be composed of nineteen (19) voting seats.
- B. The membership of the Community Advisory Board shall be comprised of the following categories of community stakeholders:

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- One (1) representative appointed by the Orange County Board of Supervisors
- Thirteen (13) representatives appointed by the local City Councils of the North County Service Planning Area (SPA). Appointments shall represent each of the currently existing cities in the SPA
- One (1) representative appointed by the local Chief of Police
- One (1) representative appointed by the local Neighborhood Association
- One (1) representative appointed from the local business association or Chamber of Commerce
- One (1) representative appointed by the local school district
- One (1) representative appointed by the Commission to End Homelessness

ARTICLE III: TERMS OF MEMBERSHIP

The categories listed above are intended to run with the Advisory Board so long as it is operational. The representatives serve at the will of the entity that appoints them until or unless they are replaced by the appointing entity.

ARTICLE IV: STAFFING SUPPORT

Staff support from Orange County Clerk of the Board shall be provided to support the CAB in conjunction with assigned shelter operator staff and will be responsible to facilitate Brown Act requirements.

ARTICLE V: OFFICERS

CAB officers shall consist of:

1. Chairperson

- (a) The Chairperson shall be the appointed by the members of the CAB. The duties of the Chairperson shall be to preside at meetings, decide points of order, announce all business, entertain motions, put motions to vote and announce vote results.
- (b) The Chairperson may call special meetings of the CAB.
- (c) The Chairperson or his or her designee may represent the CAB at public functions

2. Vice-Chairperson

- (a) The Vice-Chairperson shall perform the duties of the Chairperson in his or her absence.
- (b) If the Chair becomes vacant, the Vice-Chairperson shall succeed to the Chair until the CAB members have appointed its replacement for the Chair.

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ARTICLE VI: REMOVAL OF MEMBERS AND MEETING ATTENDANCE

1. Removal for Cause - Cause shall be defined as the member is unable effectively to represent the categorical seat to which he/she is appointed due to change of employment or status or, other reasons that substantially alters the member's qualifications which were present and considered in making the initial appointment or interfere with the individual's ability to properly function as a member of the CAB.
2. Removal for Absenteeism - Members may be removed from membership of the CAB if the member is absent from more than three (3) consecutive regular CAB meetings.
3. Removal of a member for cause or absenteeism shall require a majority vote of the CAB, a quorum being present.
 - (a) Upon removal, the shelter operator or designated staff will notify OC Community Resources within 30 days. The appointing organization will then appoint a new representative.
4. Resignation of CAB members shall be effected by a written letter of resignation submitted to the shelter operator.

ARTICLE VII: AD HOC COMMITTEES

Ad Hoc Committees may be established in coordination with OC Community Resources to support the goals of the CAB.

ARTICLE VIII: MEETINGS AND ACTIONS

The CAB shall meet no less than bi-annually (two times per year). The initial meeting shall take place once the bylaws have been approved by the BOS. As a matter of public business during the first meeting, the CAB shall set its meeting schedule. All meeting agendas shall be posted and distributed no less than 72 hours prior to the meeting.

- A. The CAB shall, at its first meeting of each year, adopt a schedule of regular meetings and transmit that schedule in writing to members, the County, and the public at large.
- B. All CAB meetings shall be open, public and noticed in conformance with the provisions of the Ralph M. Brown Act, California Government Code Section 54950 et seq., as amended and held at a location within Orange County, California that satisfies the access requirements of the Americans with Disabilities Act.
- C. Special meetings of the CAB may be called either by the shelter operator, the County or at the request of a majority of CAB members.
 1. Notice of special meetings shall be delivered to members personally, by mail or electronically, and must be received no later than twenty-four hours in advance of the meeting.
 2. Said notice must state the business to be considered and whether alternative technological means may be used such as telephone or video conferencing, as

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technological resource availability permits and as permissible by the Ralph M. Brown Act.

D. Quorum and voting requirements for meetings are as follows:

1. Quorum: A quorum shall consist of the majority of the currently appointed/seated members of the CAB.
2. Conflict of Interest – Members of the CAB shall abstain from voting on any issue in which they may be personally interested to avoid a conflict of interest in accordance with County, State and Federal laws, regulations and ordinances and shall refrain from engaging in any behavior that conflicts with the best interest of County.
 - (a) Members of the CAB shall not vote nor attempt to influence any other CAB member on a matter under consideration by the CAB as follows:
 - (1) Regarding the provision of services by such member (or by an entity that such member represents); or
 - (2) By providing direct financial benefit to such member or the immediate family of such member; or
 - (3) Engaging in any other activity determined by County, State or Federal law, regulations and ordinances to constitute a conflict of interest.
 - (b) If a question arises as to whether a conflict exists that may prevent a member from voting, the operator or designee may consult with designated County Staff to assist them in making that determination.
 - (c) Neither CAB nor any of its members shall promote, directly or indirectly, any political party, political candidate or political activity using the name, emblem or any other identifier of CAB or County.
 - (d) No assets or assistance provided by County to the CAB shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

ARTICLE V: AUTHORITY

- A. Authority of the CAB is enacted by the County of Orange Board of Supervisors through the Shelter Operator and Agreement and authorizing Resolution # 18-011

ARTICLE VI: ADOPTION AND AMENDMENT OF BYLAWS

- A. Adoption – Affirmative vote of at least fifty percent + 1 of active members, a quorum being present, shall be required to propose changes to these Bylaws.
- B. Amendments
1. Any member of the CAB may propose amendments to these Bylaws.

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2. Proposed amendments shall be submitted in writing and made available to each member of the CAB no less than five (5) days prior to consideration before a vote can be taken.

B. Bylaws and any amendments to the Bylaws must be approved by the Board of Supervisors.

ARTICLE XII: ESTABLISHMENT AND ADOPTION OF OPERATING PROCEDURES

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

ARTICLE XIII: SEVERABILITY

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