

# A G E N D A

## REGULAR MEETING BRIDGES AT KRAEMER PLACE COMMUNITY ADVISORY BOARD



Wednesday, October 23, 2024

9:00 A.M.

CITY OF VILLA PARK  
VILLA PARK CITY HALL COUNCIL CHAMBERS  
17855 Santiago Blvd., Villa Park, CA 92861

**Ward Smith – Chair**  
**Placentia**

**Crystal Miles – Vice Chair**  
**Villa Park**

**Sandra Lozeau**  
**Anaheim**

**Blair Stewart**  
**Brea**

**Joyce Ahn**  
**Buena Park**

**David Burke**  
**Cypress**

**Rusty Kennedy**  
**Fullerton**

**Rose Espinoza**  
**La Habra**

**Janet Keo Conklin**  
**La Palma**

**Vacant**  
**Los Alamitos**

**Leslie Hardy**  
**Orange**

**Doug Becht**  
**County of Orange**

**Donald Torres**  
**Stanton**

**Tara Campbell**  
**Yorba Linda**

**Rick Armendariz**  
**Local Chief of Police**

**Leandra Blades**  
**School District**

**Matt Cunningham**  
**Local Neighborhood Assn.**

**Monique Davis**  
**Commission to End**  
**Homelessness**

**Wesley Parker**  
**Local Business Association**

**Mercy House**  
**Timothy Huynh, Chief Program Officer**

**Clerk of the Board**  
**Joanne Golden, Deputy Clerk**

*Welcome to the meeting of the Bridges at Kraemer Place Community Advisory Board. This agenda contains a brief general description of each item to be considered. Except as provided by law, no action shall be taken on any item not appearing on the agenda. The Advisory Board encourages your participation. If you wish to speak during Public Comments, please complete a Speaker Request Form and deposit it in the Speaker Request box located next to the Clerk, prior to the Public Comments portion of the meeting. Speakers will be given three minutes to speak. When addressing the Board, please state your name (or pseudonym) for the record prior to providing your comments.*

# A G E N D A

*All supporting documentation is available for public review online at [https://www.ocalhealthinfo.com/homeless\\_serv/shelter\\_programs](https://www.ocalhealthinfo.com/homeless_serv/shelter_programs) and in the office of the Clerk of the Board of Supervisors located in the Hall of Administration Building, 400 W. Civic Center Drive, 6<sup>th</sup> Floor, Santa Ana, California 92701 during regular business hours, 8:00 a.m. - 5:00 p.m., Monday through Friday.*

**\*\*In compliance with County Language Access Policy and the Americans with Disabilities Act (ADA), those requiring translation services or ADA accommodation for this meeting should notify the Clerk of the Board's Office 72 hours prior to the meeting at (714) 834-2206. Requests received less than 72 hours prior to the meeting will still receive every effort to reasonably accommodate the request but may not be guaranteed\*\***

Call to Order

Roll Call

## **PUBLIC COMMENTS**

*At this time members of the public may address the Community Advisory Board on any item on the agenda or on any matter within the subject matter jurisdiction of the advisory board.*

## **ACTION ITEMS**

1. Approve Minutes of the July 24, 2024 Regular Meeting
2. Ad Hoc Committee Recommendation
  - a. Overview of additional proposed revisions to the Bridges at Kraemer Place Community Advisory Board Bylaws
  - b. Approve recommended revisions to the Bridges at Kraemer Place Community Advisory Board Bylaws
3. Approve 2025 Bridges at Kraemer Place Community Advisory Board Meeting Calendar

## **PRESENTATION**

4. Update on Bridges at Kraemer Place Shelter Operations by Mercy House

## **BOARD MEMBERS COMMENTS**

*At this time members of the Community Advisory Board may comment regarding any off-agenda items or request future agenda items to be considered at the next or future meetings. No action may be taken on off-agenda items unless authorized by law.*

## **ADJOURNED**

**NEXT MEETING:** Wednesday, January 22, 2025, 9:00 A.M.

# **AGENDA ITEM #1**

**July 24, 2024 Minutes**

# SUMMARY ACTION MINUTES

**DRAFT**

## REGULAR MEETING BRIDGES AT KRAEMER PLACE COMMUNITY ADVISORY BOARD



Wednesday, July 24, 2024  
9:00 A.M.

CITY OF VILLA PARK  
VILLA PARK CITY HALL | COUNCIL CHAMBERS  
17855 Santiago Blvd. | Villa Park, CA 92861

Ward Smith – Chair  
Placentia

Crystal Miles – Vice Chair  
Villa Park

Sandra Lozeau  
Anaheim

Blair Stewart  
Brea

Joyce Ahn  
Buena Park

David Burke  
Cypress

Rusty Kennedy  
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Rose Espinoza  
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Janet Keo Conklin  
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Vacant  
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Leslie Hardy  
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County of Orange

Donald Torres  
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Tara Campbell  
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Rick Armendariz  
Local Chief of Police

Leandra Blades  
School District

Matt Cunningham  
Local Neighborhood Assoc.

Monique Davis  
Commission to End  
Homelessness

Wesley Parker  
Local Business Association

ATTENDANCE: Members Smith, Miles, Becht, Ahn, Campbell, Burke, Blades, Kennedy, Cunningham, and Espinoza

ABSENT: Members Lozeau, Stewart, Torres, Keo Conklin, Hardy, Armendariz, Davis, and Parker

PRESENT: MERCY HOUSE Timothy Huynh, Chief Program Officer  
CLERK OF THE BOARD Joanne Golden, Deputy Clerk

Call to Order

**CHAIRMAN SMITH CALLED THE MEETING TO ORDER AT 9:08 A.M.**

# SUMMARY ACTION MINUTES

Roll Call

THE CLERK CALLED ROLL AND CONFIRMED QUORUM WAS MET

## PUBLIC COMMENTS

None.

## ACTION ITEMS:

1. Approve minutes of the April 24, 2024, regular meeting

### APPROVED AS RECOMMENDED

11	8	1	2	3	4	5	6	7	9	10	12	13	14	15	16	17	18
			X			X	X				X	X			X	X	X

2. Ad Hoc Committee Recommendation

- a. Overview of revised changes to the Bridges at Kraemer Place Community Advisory Board Bylaws
- b. Approve recommended changes to the Bridges at Kraemer Place Community Advisory Board Bylaws

### APPROVED AS RECOMMENDED

2	14	1	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18
		X			X	X						X	X		X	X	X

DISCUSSED; AD HOC COMMITTEE PRESENTED REVISIONS; ITEM APPROVED AS RECOMMENDED; OFFICE OF CARE COORDINATION WILL PREPARE AGENDA STAFF REPORT FOR BOARD OF SUPERVISORS APPROVAL.

## PRESENTATION:

3. Update on Bridges at Kraemer Place Shelter Operations by Mercy House

MERCY HOUSE CHIEF PROGRAM OFFICER TIMOTHY HUYNH PRESENTED AN UPDATE ON CURRENT SHELTER OPERATIONS AND METRICS; COVID-19 INFECTIONS PRESENTED CHALLENGES IN THE LAST QUARTER WITH ABOUT 20 INDIVIDUALS BEING INFECTED; INTAKE TO THE SHELTER HAS BEEN PAUSED AND WILL NOT RESUME UNTIL THERE ARE LESS THAN 10 ACTIVE COVID-19 INFECTIONS; PROTOCOL FOR DEALING WITH ACTIVE COVID-19 INFECTIONS INCLUDES PROPER SPACING BETWEEN CLIENTS, INCREASED CLEANING, AND MASKS PROVIDED; MORE CLIENTS SERVED THAN THE PREVIOUS FISCAL YEAR AND SURPASSED SERVICE CAPACITY GOAL; THE NUMBER OF POSITIVE EXITS REMAINED COMPARABLE TO PREVIOUS YEARS, WHICH IS LIKELY A RESULT OF LIMITED PERMANENT HOUSING AVAILABILITY.

# SUMMARY ACTION MINUTES

## MEMBER COMMENTS

None.

ADJOURNED: 10:11A.M.

NEXT MEETING: October 23, 2024, 9:00 A.M.

\*\*\* VOTE KEY \*\*\*

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

1 Ward Smith	10 Leandra Blades
2 Crystal Miles	11 Rusty Kennedy
3 Sandra Lozeau	12 Leslie Hardy
4 Doug Becht	13 Janet Keo Conklin
5 Blair Stewart	14 Matt Cunningham
6 Donald Torres	15 Rose Espinoza
7 Joyce Ahn	16 Rick Armendariz
8 Tara Campbell	17 Monique Davis
9 David Burke	18 Wesley Parker

A = Abstained  
X = Excused  
N = No Vote  
B.O. Board Order

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*Ward Smith*  
*Chair*

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*Joanne L. Golden, Deputy*  
*Clerk of the Advisory Board*

# **AGENDA ITEM #2**

**Ad Hoc Committee  
Recommendation –  
BCAB Bylaws**

**Bridges at Kraemer Place Community Advisory Board Bylaws**

**ARTICLE I. Name of Organization**

- A. The name of this ~~body organization~~ shall be Bridges at Kraemer Place Community Advisory Board, hereinafter referred to as "CAB"  
~~"CAB."~~
- B. The official location and mailing address of the CAB shall be:

Clerk of the Board of Supervisors located in the County Administration North Building, 400 W. Civic Center Drive, 6<sup>th</sup> floor, Santa Ana, California 92701.

**ARTICLE II. Establishment of CAB**

- A. The members of the CAB are appointed by the Orange County ("County") Board of Supervisors ("Board") pursuant to *Resolution # 18-011*.

**ARTICLE III. Purpose and Functions**

- A. The purpose of the CAB is to work with the County to:
1. Act as an advisory body to the shelter operator for Bridges at Kraemer Place, 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 Operations and Services of Bridges at Kraemer Place as provided contracted for in the Board approved Scope of Services in the Shelter Program Operator Agreement, but having no authority to make contractual or financial decisions concerning the operation of the ~~Year Round~~ Emergency Shelter Operations and Services at of Bridges at Kraemer Place.
- B. In accordance with Resolution # 18-011, the functions of the CAB are as follows:
1. Provide review of the Emergency Shelter Operations and Services of the Bridges at Kraemer Place ~~Year Round Emergency Shelter~~ Program and Multi-Service Center.
  2. Enhance community relations.
  - 2.3. 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 Program and Multi-Service Center, and communicate that information to the County.



- ~~1. 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.~~

**ARTICLE IV: Appointment and Membership**

## A. Membership of the CAB is to be composed as follows:

1. Shelter provider of the Bridges at Kraemer Place ~~Year Round Emergency Shelter Program~~ is to work with County on identifying appointments of the CAB.
2. There shall be nineteen (19) voting members that comprise the CAB.
3. The membership of the CAB shall be comprised of the following categories of community stakeholders:
  - i. One (1) representative appointed by the Board.
  - ii. Thirteen (13) representatives appointed by the local City Councils of the North County Service Planning Area (SPA), with an allowable appointed alternate for each representative. Appointments shall represent each of the currently existing cities in the SPA.
  - iii. One (1) representative appointed by the local Chief of Police with an allowable appointed alternate.
  - iv. One (1) representative appointed by the local Neighborhood Association.
  - v. One (1) representative appointed from the local business association or Chamber of Commerce.
  - vi. One (1) representative appointed by the local school district with an allowable appointed alternate.
  - vii. One (1) representative appointed by the Commission to End Homelessness.

## B. Qualifications for CAB Membership

1. The following criteria will be used for all membership appointments:
  - ~~i. Residency and~~ Voting Requirements: Except where the Board finds it is in the best interest of the County to waive voter ~~and residency~~ requirements, all members of the CAB shall be: registered voters.
  - ~~ii. Registered voters in the County; and,~~
    - ~~a. Reside in the district of the nominating member of the Board of Supervisors, unless Supervisor representing the district where the nominee resides provides written consent for the nomination.~~
2. The categories listed above are intended to run with the CAB 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.

~~C.~~ Length of CAB Membership~~D.C.~~

~~1. All regular CAB member appointments shall be for a term concurrent with the term of office of the nominating member of the Board of Supervisors. A member of the CAB whose term of office is expiring with that of the nominating Supervisor shall have the option of reapplying for membership for appointment.~~

~~2. All at large CAB member appointments may shall be for a period of two years from the , subject to Article to Article-~~

~~3.1. IV(B)(1)(i)(a).~~

~~4. Appointments made to fill a vacancy left by a member before the expiration of the term of that member shall be for the remaining term of that member.~~

~~5.2.~~

~~3. Pursuant to Government Code section 1302, a member whose term has expired shall continue serving as a member until reappointed or replaced.~~

**ARTICLE V.      CAB Officers**

A. CAB officers shall consist of:

1. Chairperson: The Chairperson shall be the appointed by the members of the CAB. The duties of the include:

i. Chairperson shall ~~be to~~ preside at meetings, decide points of order, announce all business, entertain motions, put motions to vote and announce vote results.

ii. The Chairperson may call special meetings of the CAB.

iii. The Chairperson or his or her designee may represent the CAB at public functions.

2. Vice-Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson in his or her absence.

i. If the Chair becomes vacant, the Vice-Chairperson shall succeed to the Chair until the CAB members have appointed its replacement for the Chair.

~~3. Terms for officers of the CAB shall be for one year.~~

~~4.~~

~~No person, except a member of the Board the CAB, may serve as Chair of a CAB for more than three consecutive terms.~~

~~5.3.~~ \_\_\_\_\_

~~6. No person, except a member of the Board, may serve simultaneously as Chair for two or more BCCs.~~

~~7.4.~~ \_\_\_\_\_ Election of officers shall be held annually during the last CAB meeting of each calendar year by majority vote, a quorum being present.

**ARTICLE VI. Duties of Members**

- A. Members shall attend meetings of the CAB and of committees to which they are appointed. The ~~Executive Committee~~CAB staff shall regularly review member attendance at CAB and committee meetings.
- ~~B.~~—Members shall notify the Chairperson of the CAB and the Orange County Clerk of the Board of any expected absence for a meeting by 5:00 ~~C.~~B.p.m. of the day before a regularly scheduled CAB meeting, indicating good and sufficient reasons for the absence.
- ~~D.~~C.In the performance of its responsibilities, the CAB shall not engage in nor employ any unlawfully 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.
- ~~E.~~D.Members of the CAB shall comply with the County Equal Employment Opportunity and Anti-Harassment Policy and Procedures.
- ~~F.~~E.Members of the CAB shall comply with County Code of Ethics.
- ~~G.~~F.Members of the CAB shall operate strictly within designated purposes of the CAB.

**ARTICLE VII. Committees and Subcommittees**

- ~~A.~~ Ad Hoc Committees: ~~The Chairperson may establish ad hoc committees of less than a quorum of the~~
- ~~1.~~1.—~~The Chairperson may establish ad hoc committees of less than a quorum of the~~ CAB's membership to accomplish time-limited tasks that support the goals of the CAB. Ad Hoc Committees may be established in coordination with the Office of Care Coordination to support the goals of the CAB.
- ~~2.~~1.
- ~~3.~~2.Terms of appointment for ad hoc committees shall be for the period of time required to fulfill the ad hoc committee's purpose.

**ARTICLE VIII. Meetings and Actions**

- A. The CAB shall, at its first meeting of each calendar year, adopt a schedule of regular meetings and

transmit that schedule in writing to members, the Board, and the public at large.

- B. All CAB meetings shall be open, ~~public~~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. 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.
- D. Special meetings of the CAB may be called either by the Chairperson, shelter operator, the County or at the request of a majority of CAB members. Notice of special meetings shall:
1. delivered to members personally, by mail or electronically, and must be received no later than 24 hours in advance of the meeting.
  2. state the business to be considered and whether alternative technological means may be used such as telephone or video conferencing, as technological resource availability permits and as permissible by the Ralph M. Brown Act.
- E. Quorum Requirements
1. Quorum requirements are as follows:
    - a. General Meetings: Quorum shall be no less than 50%+1 of the membership. Quorum shall consist of the majority of the currently appointed/seated members of the CAB.
- F. Voting Majority: Decisions and acts made by majority vote of the members at any duly constituted meeting shall be regarded as acts of the CAB, except as otherwise provided by these (Bylaws, Rules of Procedure, Policies and Procedures, as applicable).
1. Members choosing to abstain from voting on specific actions will not affect majority requirements. Abstentions are considered a “non-vote” – neither a vote in the affirmative nor in the negative. However, in order for an action to be passed, a majority of the quorum casting votes must vote in the affirmative.

For example: If, at a standing committee meeting, six (6) voting members of the committee are present to vote, and on a particular motion, three (3) vote in the affirmative, two (2) vote in the negative, and one (1) member abstains, the motion passes.

Voting by Proxy:

- ~~G. Members of the Board and the County Executive Officer who serve as CAB members may designate a substitute to attend a CAB meeting on their behalf and vote on any action item by the submitting the member's signed proxy to the CAB Chairperson at the start of~~
- ~~H. the meeting.~~

~~H.G.~~ Minutes: The Clerk of the CAB shall prepare and publish the minutes for each meeting of the CAB



**ARTICLE X. Removal and Resignation of Members**

A. Removal: The appointing entity~~Board~~ may, at any time and without cause, remove any CAB member from office prior to the expiration of his/her term of office by majority vote of the Board.

~~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.

~~2.1.~~

~~3.2.~~ Removal for Absenteeism - Members will be removed from membership of the CAB if the member is absent from more than three (~~233~~) consecutive regular CAB meetings with non-excused absences.

~~4.3.~~ Removal of a member for cause or absenteeism shall require a majority vote of the CAB, a quorum being present.

~~5.4.~~ Upon removal, the shelter operator or designated staff will notify the Office of Care Coordination within 30 days. The appointing organization will then appoint a new representative.

B. Resignation: Resignation of CAB members shall be effected by a written letter of resignation submitted to the Chairperson of the CAB, to the Board, and shelter operator.

C. The Chairperson shall notify the Clerk of the Board in writing of any vacancies within 10 days of learning the existence of any such vacancy.

**ARTICLE XI. Authority**

~~A.~~ Parliamentary Authority: The Chairperson shall preside and manage CAB meetings using parliamentary procedure consistent with these bylaws, any special rules of order the CAB may adopt, and any applicable County, state, and federal law. 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.

**B. Standing and Ad Hoc Committees**

1. Standing and ad hoc committees shall have no independent authority and shall be limited to exercising only those specific functions granted to them by the CAB.

—No standing or ad hoc committee shall have independent authority to commit the CAB to any policy or action without the prior approval of the general membership of the CAB.

~~1.~~

~~Executive Committee—When unforeseen circumstances demand that action be taken before the next~~

~~scheduled CAB meeting, the Executive Committee is authorized to take action on behalf of the CAB.~~

~~CAB members shall be notified either in writing or electronically within 72 hours of any such Executive Committee action.~~

~~Such action is subject to review and ratification by the general membership of the CAB at its next meeting.~~

~~B. A. Standing and Ad Hoc Committees~~~~1. Standing and ad hoc committees shall have no independent authority and shall be limited to exercising only those specific functions granted to them by the CAB.~~~~2.1. No standing or ad hoc committee shall have independent authority to commit the CAB to any policy or action without the prior approval of the general membership of the CAB.~~**ARTICLE XII. Conflict of Interest**

- A. Members of the CAB and any of its committees 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 and shall refrain from engaging in any behavior that conflicts with the best interest of the County.
- B. Members of the CAB shall not vote nor attempt to influence any other CAB member on a matter under consideration by the CAB or any of its committees:
  - 1. Regarding the provision of services by such member (or by an entity that such member represents; or
  - 2. That would provide direct financial benefit to such member or the immediate family of such member; or
  - 3. Engage in any other activity constituting a conflict of interest under County, state, or federal law.
- C. If a question arises as to whether a conflict exists that may prevent a member from voting, the Chairperson or designee may consult with designated County staff to assist them in making that determination.
- D. In order to avoid a conflict of interest or the appearance of such conflict, all nominees to become members of the CAB shall disclose on forms provided by the County information regarding their private economic interests that may be implicated by their service on the CAB.
- E. Neither CAB nor any of its members shall promote, directly or indirectly, a political party, political candidate, or political activity using the name, emblem, or any other identifier of CAB.
- F. No assets or assistance provided by County to CAB shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

**ARTICLE XIII. Adoption and Amendment of Bylaws**

- A. Adoption: An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend these Bylaws for Board approval. These Bylaws become effective upon approval by the Board.

B. Amendments:

1. Any member of the CAB or the Ad Hoc Committee may propose amendments to these Bylaws.
2. Proposed amendments shall be submitted in writing and made available to each member of the CAB no less than five days prior to consideration before a vote can be taken.
- An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend Bylaws amendments for Board approval.
- 3.
4. Any amendments to the Bylaws become effective upon approval by the Board.

**ARTICLE XIV. Severability**

Should any part term, portion or provision of these Bylaws be determined to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, ~~portions~~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.

**ARTICLE XV. Staffing Support**

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

~~B. A. Amendments:~~

~~1. Any member of the CAB or the Ad Hoc Committee may propose amendments to these Bylaws.~~

~~2.1. Proposed amendments shall be submitted in writing and made available to each member of the CAB no less than five days prior to consideration before a vote can be taken.~~

~~3.1. An affirmative vote of at least 50% + 1 of those voting, a quorum being present, shall be required to recommend Bylaws amendments for Board approval.~~

~~4. Any amendments to the Bylaws become effective upon approval by the Board.~~

**ARTICLE XIV. ~~Severability~~**

~~Should any part, term, portion or provision of these Bylaws be determined to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be deemed severable 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.~~

**ARTICLE XV. ~~Staffing Support~~**

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

**Bridges at Kraemer Place Community Advisory Board Bylaws**

**ARTICLE I. Name of Organization**

- A. The name of this body shall be Bridges at Kraemer Place Community Advisory Board, hereinafter referred to as "CAB"
- B. The official location and mailing address of the CAB shall be:

Clerk of the Board of Supervisors located in the County Administration North Building, 400 W. Civic Center Drive, 6<sup>th</sup> floor, Santa Ana, California 92701.

**ARTICLE II. Establishment of CAB**

- A. The members of the CAB are appointed by the Orange County ("County") Board of Supervisors ("Board") pursuant to *Resolution # 18-011*.

**ARTICLE III. Purpose and Functions**

- A. The purpose of the CAB is to work with the County to:
  - 1. Act as an advisory body to the shelter operator for Bridges at Kraemer Place, having no independent authority to act on matters such as legislation or lobbying.
  - 2. Provide review of the Emergency Shelter Operations and Services of Bridges at Kraemer Place as contracted for in the Board approved Program Operator Agreement, but having no authority to make contractual or financial decisions concerning the operation of the Emergency Shelter Operations and Services of Bridges at Kraemer Place.
- B. In accordance with Resolution # 18-011, the functions of the CAB are as follows:
  - 1. Provide review of the Emergency Shelter Operations and Services of the Bridges at Kraemer Place Program and Multi-Service Center.
  - 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 Program and Multi-Service Center, and communicate that information to the County.

**ARTICLE IV: Appointment and Membership**

## A. Membership of the CAB is to be composed as follows:

1. Shelter provider of the Bridges at Kraemer Place Program is to work with County on identifying appointments of the CAB.
2. There shall be nineteen (19) voting members that comprise the CAB.
3. The membership of the CAB shall be comprised of the following categories of community stakeholders:
  - i. One (1) representative appointed by the Board.
  - ii. Thirteen (13) representatives appointed by the local City Councils of the North County Service Planning Area (SPA), with an allowable appointed alternate for each representative. Appointments shall represent each of the currently existing cities in the SPA.
  - iii. One (1) representative appointed by the local Chief of Police with an allowable appointed alternate.
  - iv. One (1) representative appointed by the local Neighborhood Association.
  - v. One (1) representative appointed from the local business association or Chamber of Commerce.
  - vi. One (1) representative appointed by the local school district with an allowable appointed alternate.
  - vii. One (1) representative appointed by the Commission to End Homelessness.

## B. Qualifications for CAB Membership

1. The following criteria will be used for all membership appointments:
  - i. Voting Requirements: Except where the Board finds it is in the best interest of the County to waive voter requirements, all members of the CAB shall be registered voters.
2. The categories listed above are intended to run with the CAB 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.

C. Length of CAB Membership

1. All CAB member appointments may be for a period of two years from the subject to Article IV(B)(1)(i)(a).
2. Appointments made to fill a vacancy left by a member before the expiration of the term of that member shall be for the remaining term of that member.
3. Pursuant to Government Code section 1302, a member whose term has expired shall continue serving as a member until reappointed or replaced.

**ARTICLE V. CAB Officers**

A. CAB officers shall consist of:

1. Chairperson: The Chairperson shall be the appointed by the members of the CAB. The duties of the include:
  - i. Chairperson shall preside at meetings, decide points of order, announce all business, entertain motions, put motions to vote and announce vote results.
  - ii. The Chairperson may call special meetings of the CAB.
  - iii. The Chairperson or his or her designee may represent the CAB at public functions.
2. Vice-Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson in his or her absence.
  - i. If the Chair becomes vacant, the Vice-Chairperson shall succeed to the Chair until the CAB members have appointed its replacement for the Chair.
3. Terms for officers of the CAB shall be for one year.
4. Election of officers shall be held annually during the last CAB meeting of each calendar year by majority vote, a quorum being present.



**ARTICLE VI. Duties of Members**

- A. Members shall attend meetings of the CAB and of committees to which they are appointed. The CAB staff shall regularly review member attendance at CAB and committee meetings.
- B. Members shall notify the Chairperson of the CAB and the Orange County Clerk of the Board of any expected absence for a meeting by 5:00 p.m. of the day before a regularly scheduled CAB meeting, indicating good and sufficient reasons for the absence.
- C. In the performance of its responsibilities, the CAB shall not engage in nor employ any unlawfully 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.
- D. Members of the CAB shall comply with the County Equal Employment Opportunity and Anti-Harassment Policy and Procedures.
- E. Members of the CAB shall comply with County Code of Ethics.
- F. Members of the CAB shall operate strictly within designated purposes of the CAB.

**ARTICLE VII. Committees and Subcommittees**

- A. Ad Hoc Committees:
  - 1. The Chairperson may establish ad hoc committees of less than a quorum of the CAB's membership to accomplish time-limited tasks that support the goals of the CAB. Ad Hoc Committees may be established in coordination with the Office of Care Coordination to support the goals of the CAB.
  - 2. Terms of appointment for ad hoc committees shall be for the period of time required to fulfill the ad hoc committee's purpose.

**ARTICLE VIII. Meetings and Actions**

- A. The CAB shall, at its first meeting of each calendar year, adopt a schedule of regular meetings and transmit that schedule in writing to members, the Board, 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. 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.
- D. Special meetings of the CAB may be called either by the Chairperson, shelter operator, the County or at the request of a majority of CAB members. Notice of special meetings shall:
1. delivered to members personally, by mail or electronically, and must be received no later than 24 hours in advance of the meeting.
  2. state the business to be considered and whether alternative technological means may be used such as telephone or video conferencing, as technological resource availability permits and as permissible by the Ralph M. Brown Act.
- E. Quorum Requirements
1. Quorum requirements are as follows:
    - a. General Meetings: Quorum shall be no less than 50%+1 of the membership. Quorum shall consist of the majority of the currently appointed/seated members of the CAB.
- F. Voting Majority: Decisions and acts made by majority vote of the members at any duly constituted meeting shall be regarded as acts of the CAB, except as otherwise provided by these (Bylaws, Rules of Procedure, Policies and Procedures, as applicable).
1. Members choosing to abstain from voting on specific actions will not affect majority requirements. Abstentions are considered a “non-vote” – neither a vote in the affirmative nor in the negative. However, in order for an action to be passed, a majority of the quorum casting votes must vote in the affirmative.
- For example: If, at a standing committee meeting, six (6) voting members of the committee are present to vote, and on a particular motion, three (3) vote in the affirmative, two (2) vote in the negative, and one (1) member abstains, the motion passes.
- G. Minutes: The Clerk of the CAB shall prepare and publish the minutes for each meeting of the CAB

**ARTICLE X.        Removal and Resignation of Members**

- A. Removal: The appointing entity may, at any time and without cause, remove any CAB member from office prior to the expiration of his/her term of office by majority vote of the Board.
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 will be removed from membership of the CAB if the member is absent from more than three (3) consecutive regular CAB meetings with non-excused absences.
  3. Removal of a member for cause or absenteeism shall require a majority vote of the CAB, a quorum being present.
  4. Upon removal, the shelter operator or designated staff will notify the Office of Care Coordination within 30 days. The appointing organization will then appoint a new representative.
- B. Resignation: Resignation of CAB members shall be effected by a written letter of resignation submitted to the Chairperson of the CAB, to the Board, and shelter operator.
- C. The Chairperson shall notify the Clerk of the Board in writing of any vacancies within 10 days of learning the existence of any such vacancy.

**ARTICLE XI.        Authority**

- A. Parliamentary Authority: The Chairperson shall preside and manage CAB meetings using parliamentary procedure consistent with these bylaws, any special rules of order the CAB may adopt, and any applicable County, state, and federal law. 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.
- B. Standing and Ad Hoc Committees
1. Standing and ad hoc committees shall have no independent authority and shall be limited to exercising only those specific functions granted to them by the CAB.
  2. No standing or ad hoc committee shall have independent authority to commit the CAB to any policy or action without the prior approval of the general membership of the CAB.

**ARTICLE XII. Conflict of Interest**

- A. Members of the CAB and any of its committees 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 and shall refrain from engaging in any behavior that conflicts with the best interest of the County.
- B. Members of the CAB shall not vote nor attempt to influence any other CAB member on a matter under consideration by the CAB or any of its committees:
  - 1. Regarding the provision of services by such member (or by an entity that such member represents; or
  - 2. That would provide direct financial benefit to such member or the immediate family of such member; or
  - 3. Engage in any other activity constituting a conflict of interest under County, state, or federal law.
- C. If a question arises as to whether a conflict exists that may prevent a member from voting, the Chairperson or designee may consult with designated County staff to assist them in making that determination.
- D. In order to avoid a conflict of interest or the appearance of such conflict, all nominees to become members of the CAB shall disclose on forms provided by the County information regarding their private economic interests that may be implicated by their service on the CAB.
- E. Neither CAB nor any of its members shall promote, directly or indirectly, a political party, political candidate, or political activity using the name, emblem, or any other identifier of CAB.
- F. No assets or assistance provided by County to CAB shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

**ARTICLE XIII. Adoption and Amendment of Bylaws**

- A. Adoption: An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend these Bylaws for Board approval. These Bylaws become effective upon approval by the Board.
- B. Amendments:
  - 1. Any member of the CAB or the Ad Hoc Committee may propose amendments to these Bylaws.
  - 2. Proposed amendments shall be submitted in writing and made available to each member of the CAB no less than five days prior to consideration before a vote can be taken.
  - 3. An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend Bylaws amendments for Board approval.

4. Any amendments to the Bylaws become effective upon approval by the Board.

**ARTICLE XIV. Severability**

Should any part term, portion or provision of these Bylaws be determined to be in conflict with any law 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.

**ARTICLE XV. Staffing Support**

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





**AGENDA ITEM #3**  
**2025 BCAB Meeting**  
**Calendar**

# BRIDGES AT KRAEMER PLACE COMMUNITY ADVISORY BOARD 2025

Meetings begin at 9:00 A.M.

**DRAFT**

 Regular Meeting

 County Holiday

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# **AGENDA ITEM #4**

**Update on BCAB  
Operations by  
Mercy House**



# QUARTER REPORT

JULY - SEPT  
2024



Presented to the Bridges at  
Kraemer Place Community  
Advisory Board

## Reporting Period

July 1, 2024 – September 30, 2024 (Quarter)

July 1, 2024 – September 30, 2024 (Current Fiscal Year)

July 1, 2023 – June 30, 2024 (Previous Fiscal Year)

## Number Served

	Quarter	Current FY	FY 2023-24
Number of Unduplicated Clients	309	309	598
Number of Exits	126	126	413
% of Service Capacity Goal (480 annual)		64%	125%

## Coordinated Entry System (CES) Statistics

Number of Active Clients on Community Queue	182
% of Active Clients on Community Queue	99%
Number of Active Clients Matched to a Housing Opportunity	3
% of Active Clients Matched to a Housing Opportunity	>1%
Total number of unduplicated individuals served <u>current fiscal year</u> who have received Permanent Supportive Housing (PSH) or Housing Choice Voucher (HCV) through the Coordinated Entry System	5
Total number of unduplicated individuals served <u>current fiscal year</u> who have received Rapid Re-Housing (RRH) through the Coordinated Entry System	0

*\*CES Chart represents clients active at the end of the reporting period*

## Bed Nights

	Current FY
Total number of shelter bed nights	16,670

## Program Exits - Summary

	Quarter	Current FY	FY 2023-24
<b>Positive Exits</b> <i>Permanent, Temporary, Institutions except Jail/Prison</i>	12	12	58
<b>Negative Exits</b> <i>Emergency Shelter, Streets, Jail/Prison</i>	78	78	146
<b>Unknown Exits</b> <i>Unknown, Deceased</i>	36	36	211

## Program Exits – Destination Detail

Benchmark: 30% of clients who exit to a known destination will exit to permanent housing.

Progress toward benchmark: 12% of clients who have exited to a known destination have exited to permanent housing.

Exits to Permanent Housing	Quarter	Current FY	FY 2023-24
	11	11	44
Rental by client, no ongoing housing subsidy	4	4	5
VASH Housing Subsidy	1	1	1
Rental by client, with other ongoing housing subsidy	0	0	1
Permanent Supportive Housing	4	4	6
Rental by client, with HCV (tenant or project based)	1	1	26
Staying or living with family, permanent tenure	1	1	3
Staying or living with friends, permanent tenure	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0
Other permanent housing dedicated for formerly homeless persons	0	0	2

<b>Exits to Temporary Housing</b>	<b>Quarter</b>	<b>Current FY</b>	<b>FY 2023-24</b>
	<b>1</b>	<b>1</b>	<b>9</b>
Staying or living with family, temporary tenure	0	0	4
Staying or living with friends, temporary tenure	0	0	2
Host Home (non-crisis)	0	0	0
Transitional housing for homeless persons	1	1	0
Hotel or motel paid for without emergency shelter voucher	0	0	3
Residential project or halfway house with no homeless criteria	0	0	0

<b>Exits to Institutions</b>	<b>Quarter</b>	<b>Current FY</b>	<b>FY 2023-24</b>
	<b>0</b>	<b>0</b>	<b>10</b>
Foster care home or group foster care home	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0
Substance abuse treatment facility or detox center	0	0	1
Hospital or other residential non-psychiatric medical facility	0	0	1
Jail, prison, or juvenile detention facility	0	0	7
Long-term care facility or nursing home	0	0	1

<b>Exits to Homelessness</b>	<b>Quarter</b>	<b>Current FY</b>	<b>FY 2023-24</b>
	<b>78</b>	<b>78</b>	<b>139</b>
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	3	3	8
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus / train / subway station / airport or anywhere outside)	75	75	131

<b>Exits to Other Destinations</b>	<b>Quarter</b>	<b>Current FY</b>	<b>FY 2023-24</b>
	<b>36</b>	<b>36</b>	<b>211</b>
Deceased	1	1	3
Client Doesn't Know/Client Refused	0	0	1
Data Not Collected (no exit interview completed)	35	35	207

## **Increased Income**

	<b>Quarter</b>	<b>Current FY</b>	<b>FY 2023-24</b>
Participants with Increased Income (at Annual Assessment and/or Exit)	5	5	23

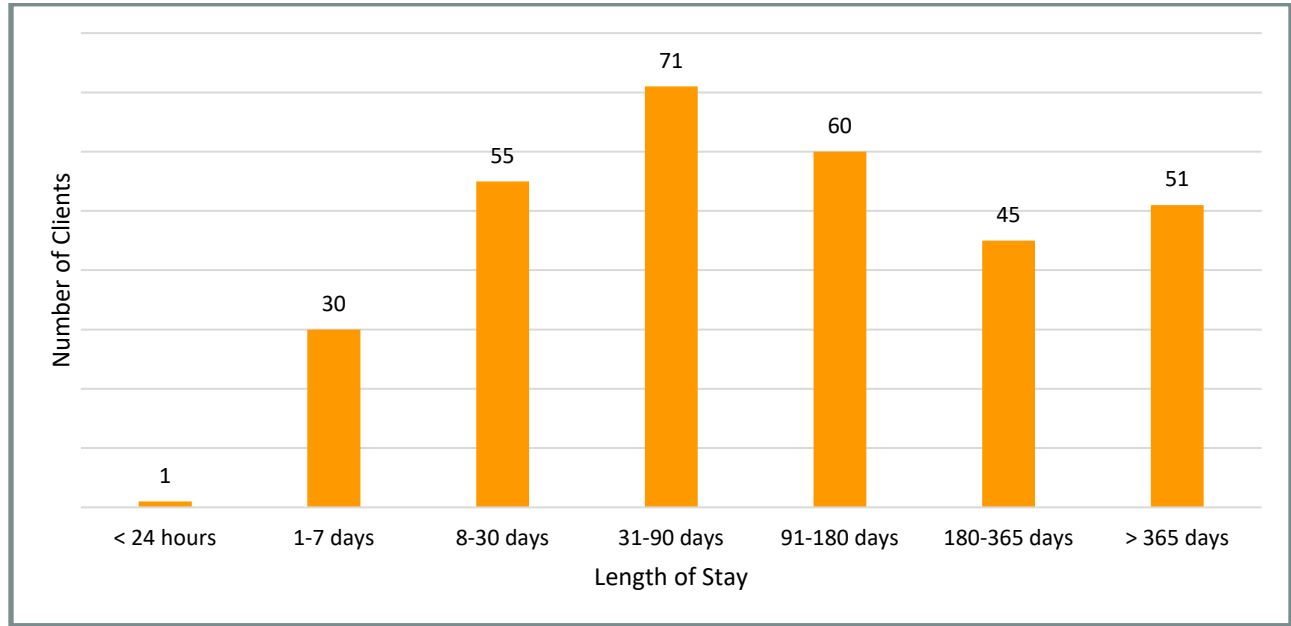
## Length of Stay – Current FY

Benchmark: National average for shelter stay is 151 days.

Progress toward benchmark: Shelter average is 211 days for the year.

Benchmark: Between July 2017 to June 2024, the average shelter stay at Bridges for successful housing placement is 245 days.

The average length of stay for a successful housing placement is currently: 165 days



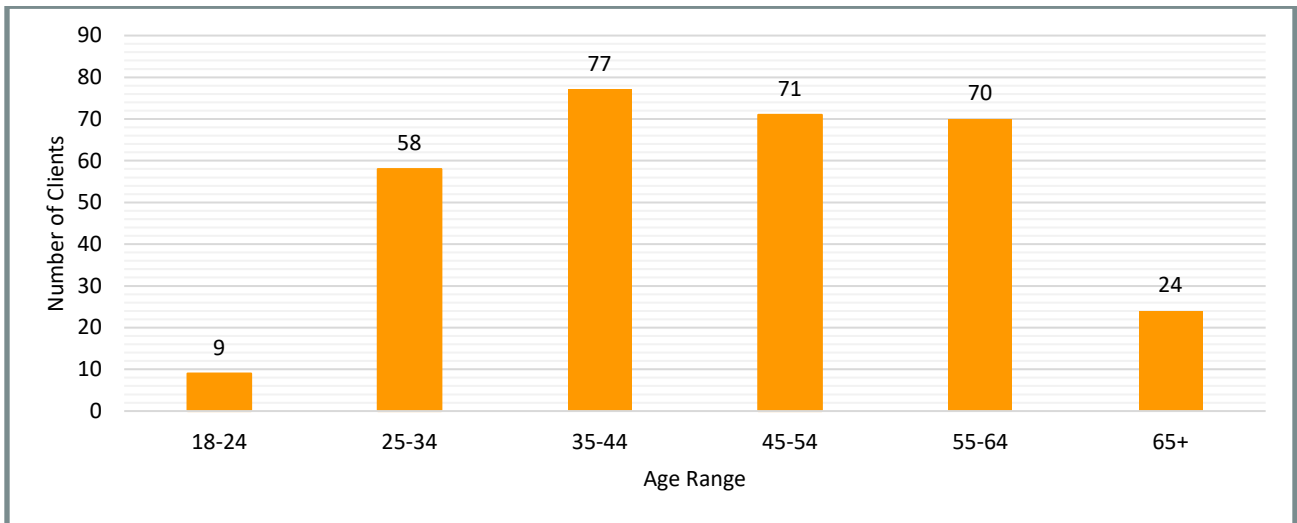
*\*The chart above may include duplicate client enrollments*

## Set Aside Beds

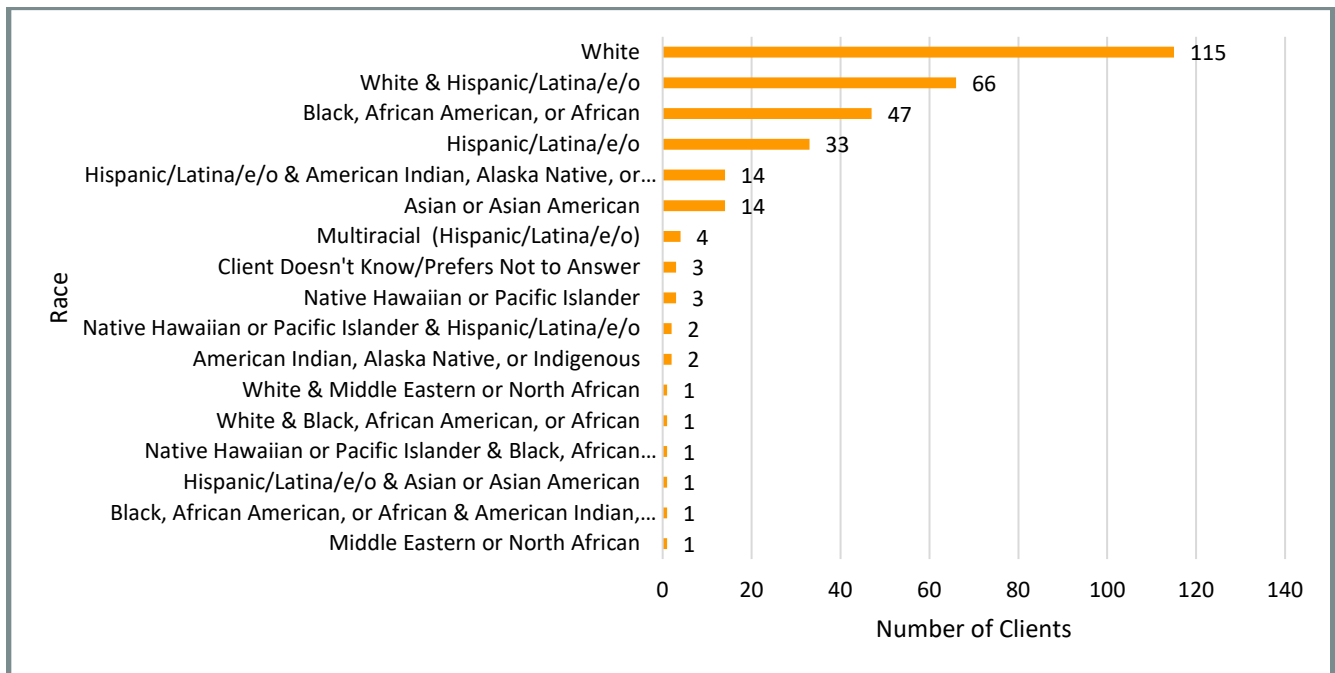
	Beds Available	Quarter Average Utilization
<b>MHSA Beds</b>	10	80%
<b>Law Enforcement Beds</b>	20	58%

# Client Demographics - YTD

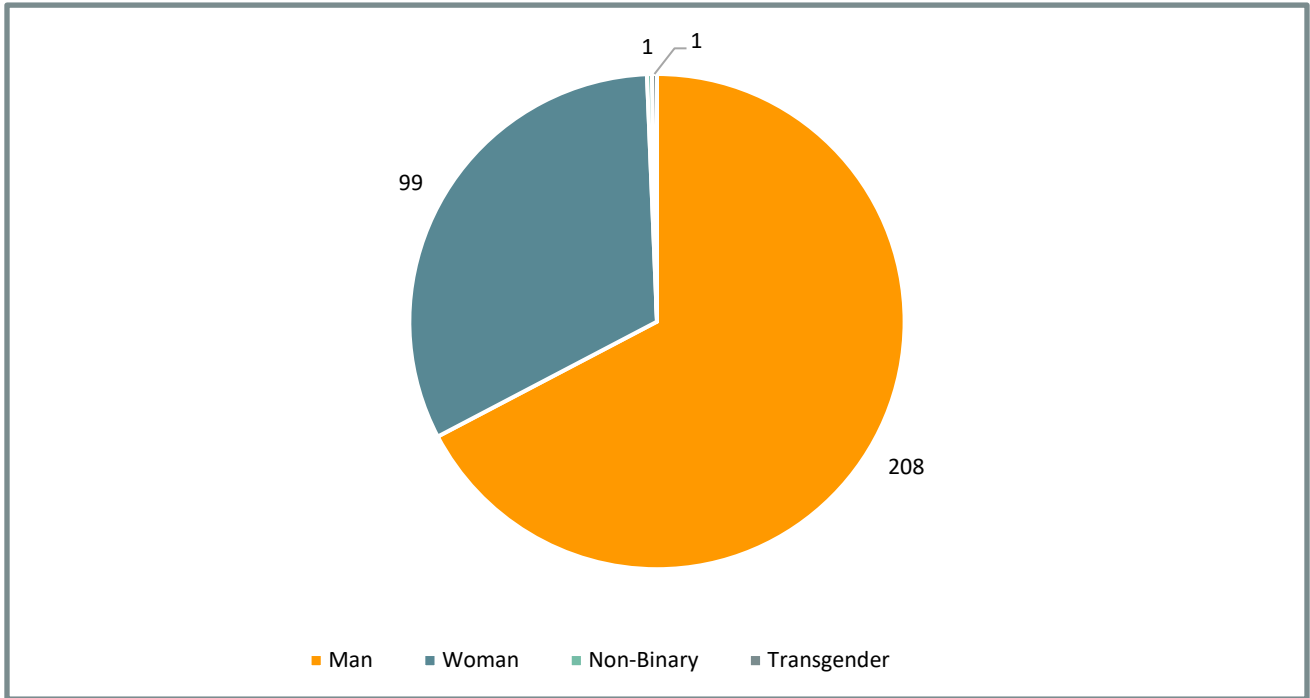
## Age



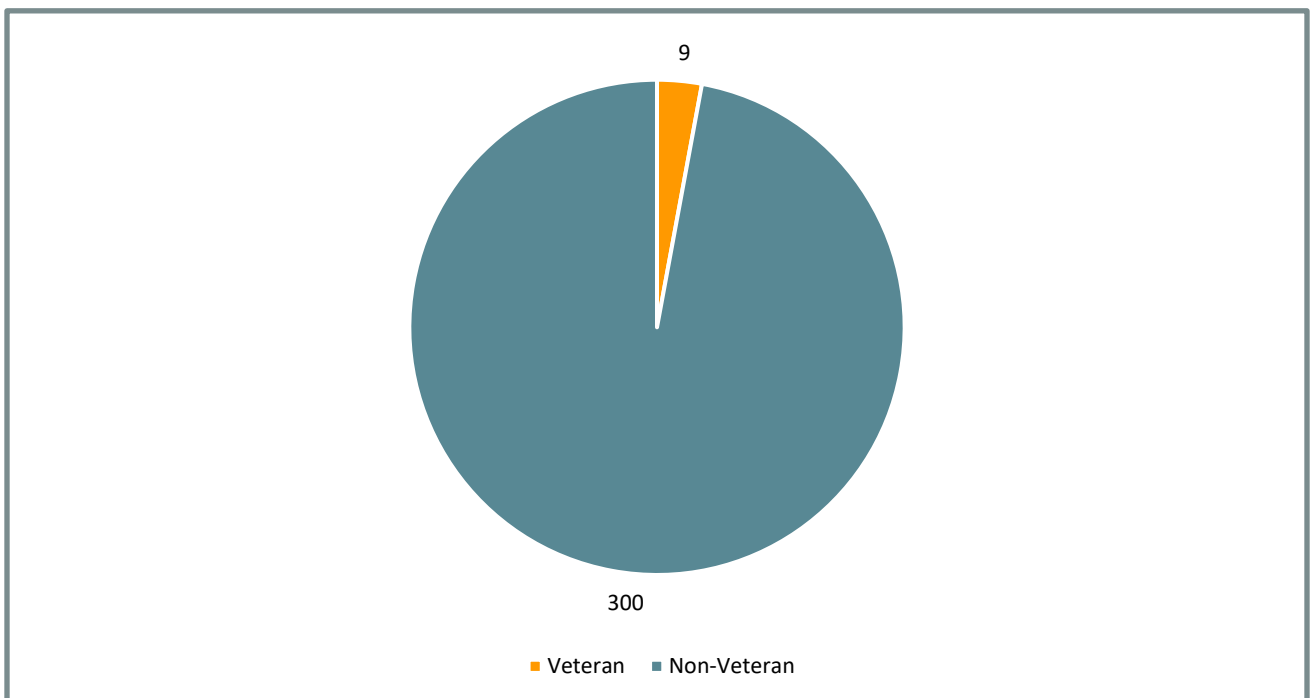
## Race and Ethnicity



## Gender

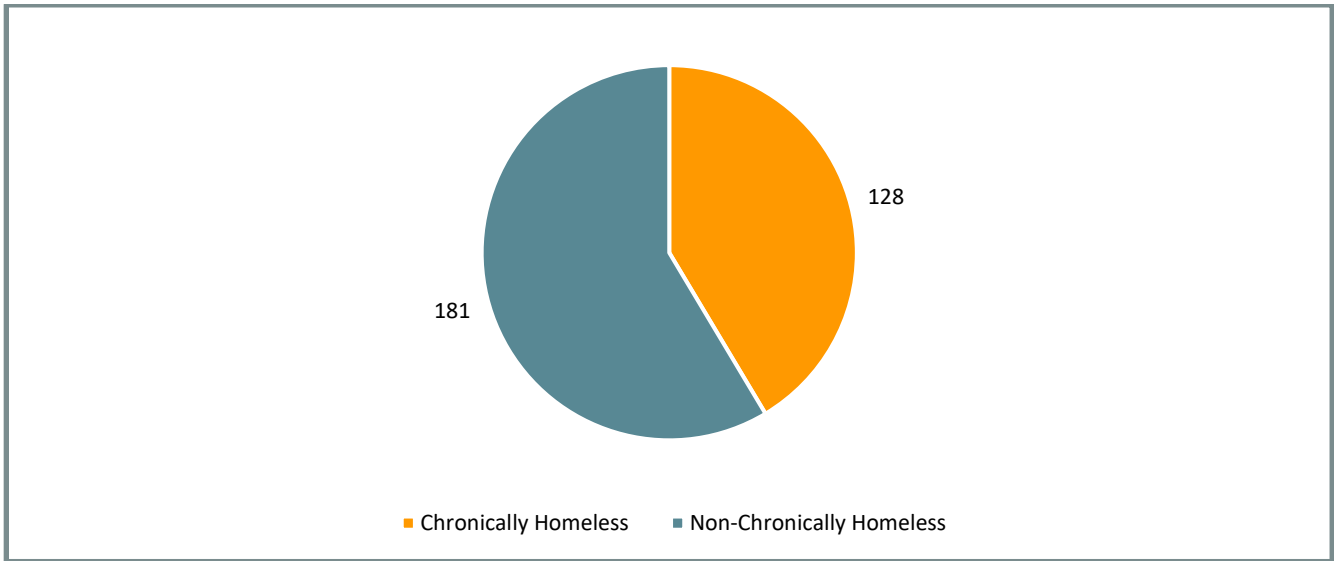


## Veteran Status

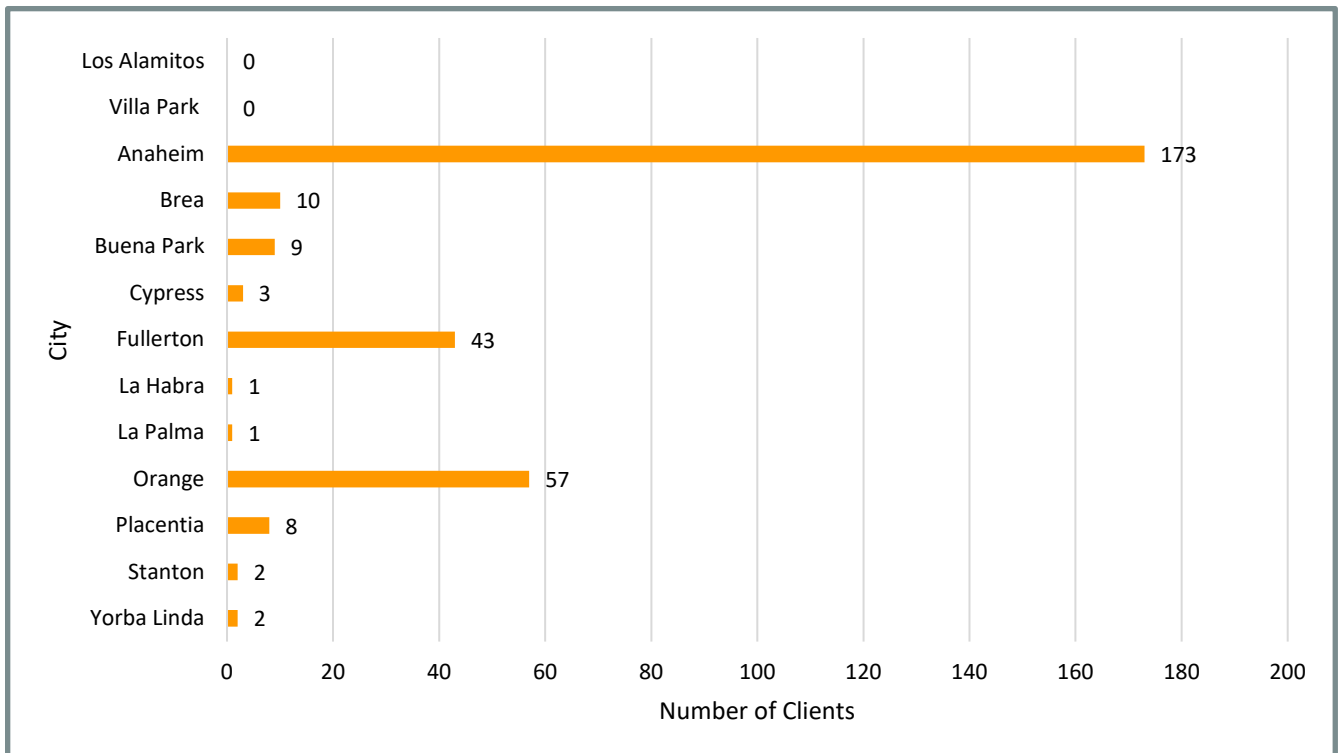




## Chronically Homeless



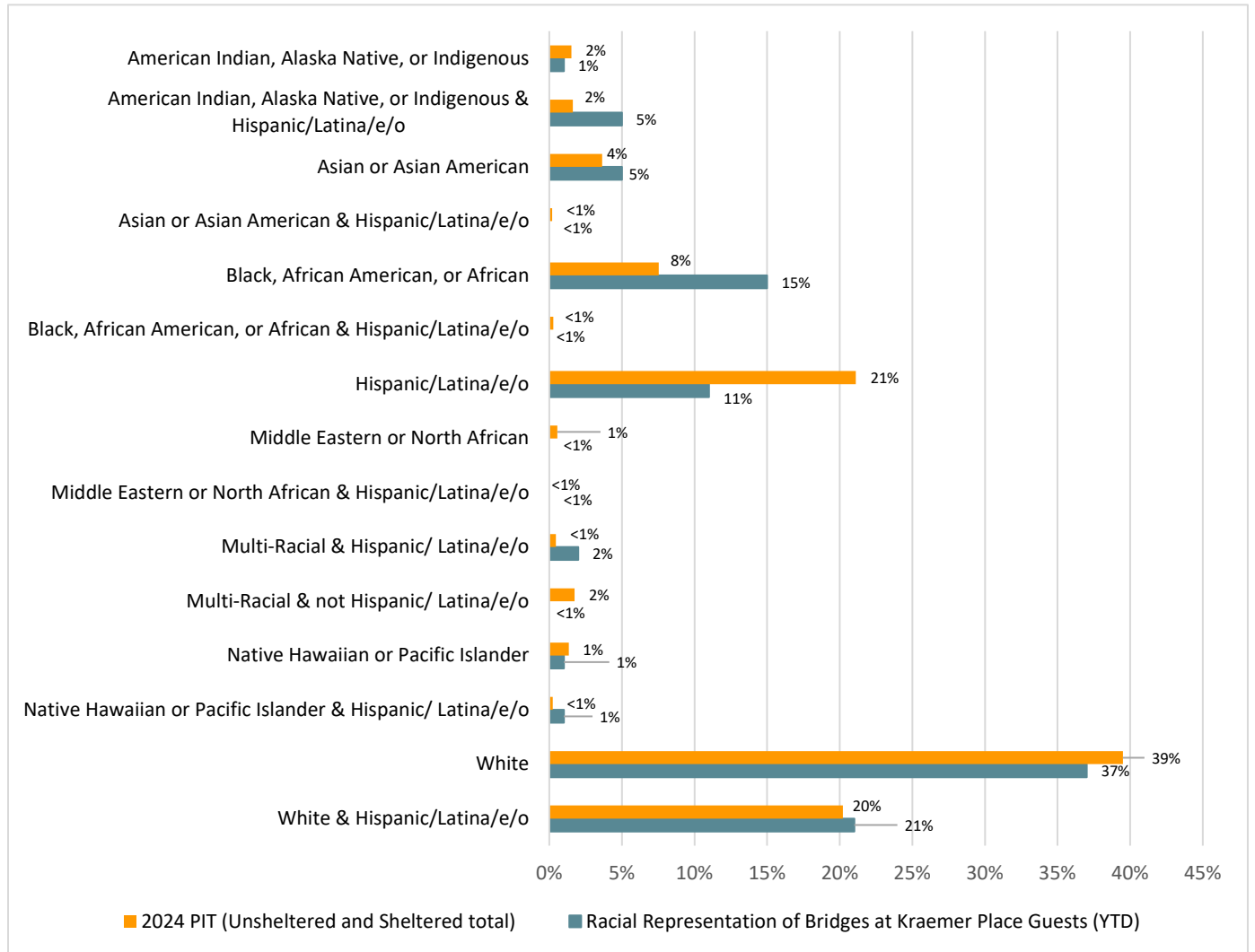
## City Prior to Entry



*The chart above may include duplicate client enrollments.*

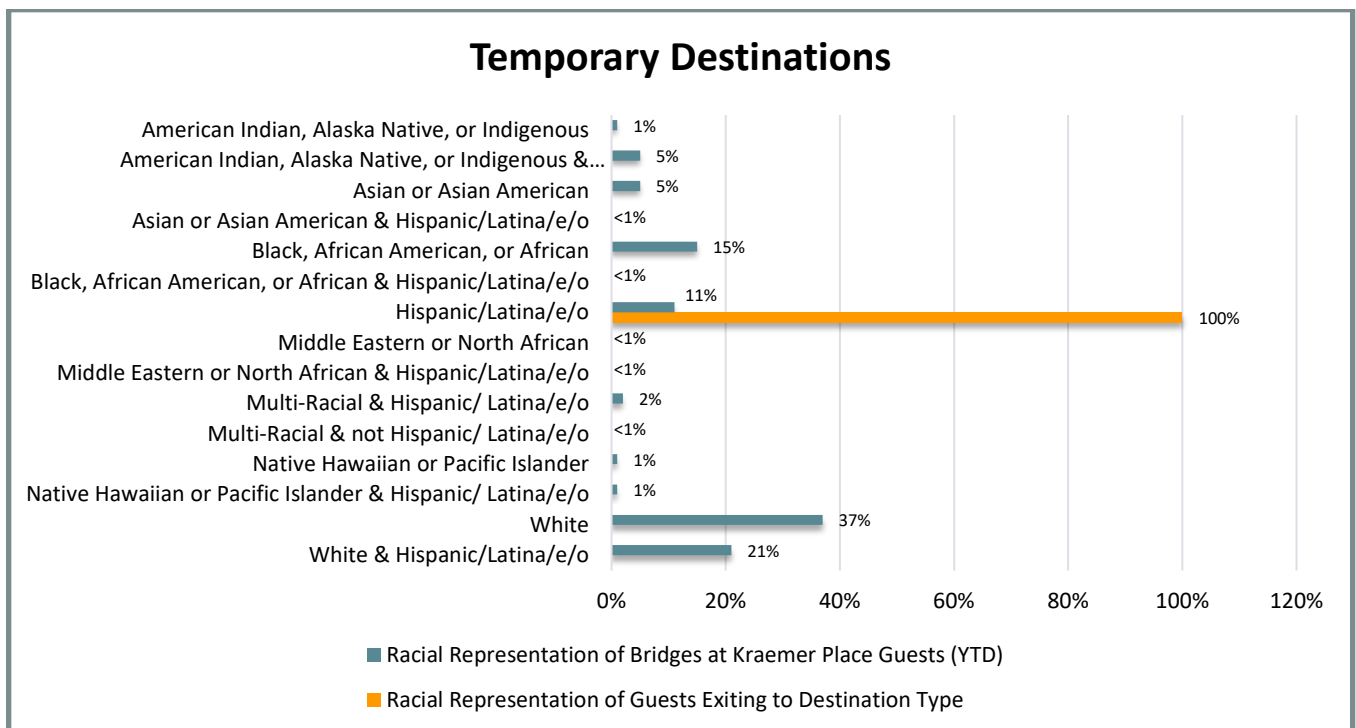
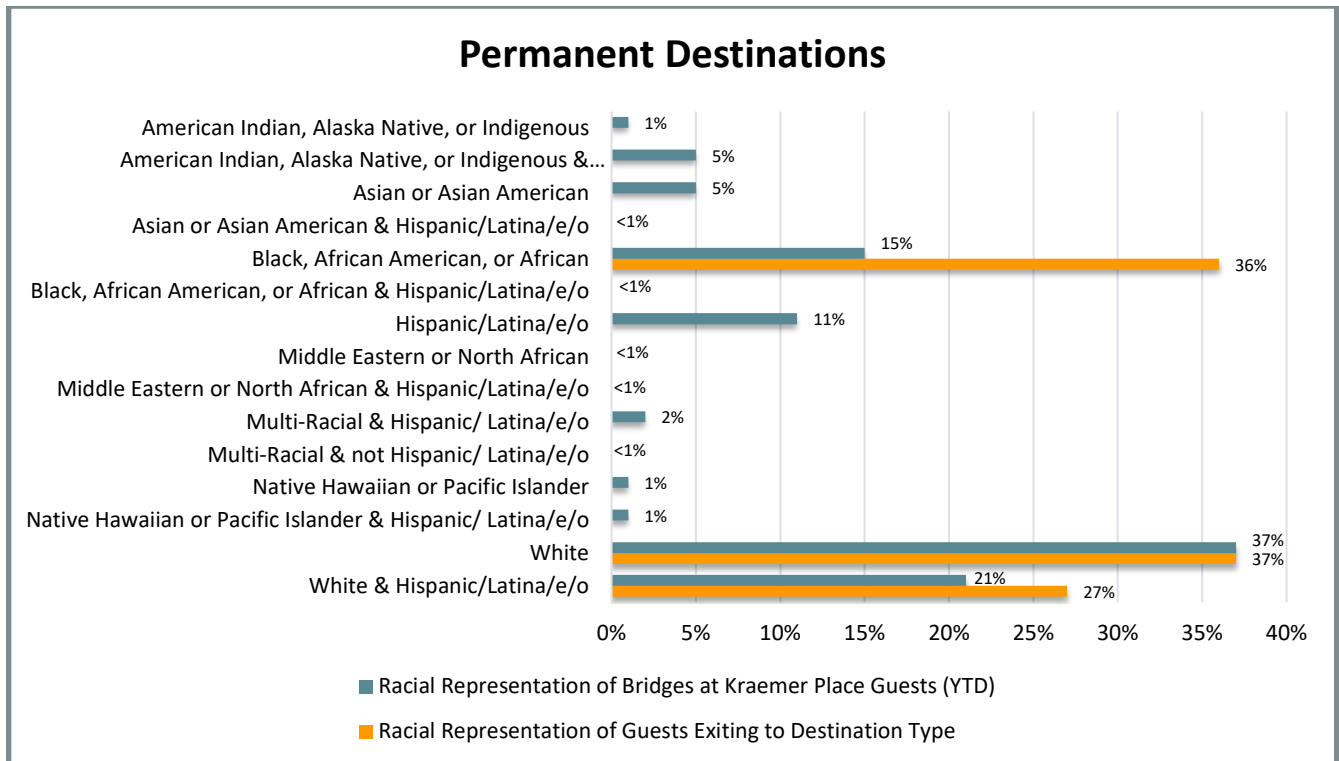
# Racial Equity Analysis – YTD

## Populations Served

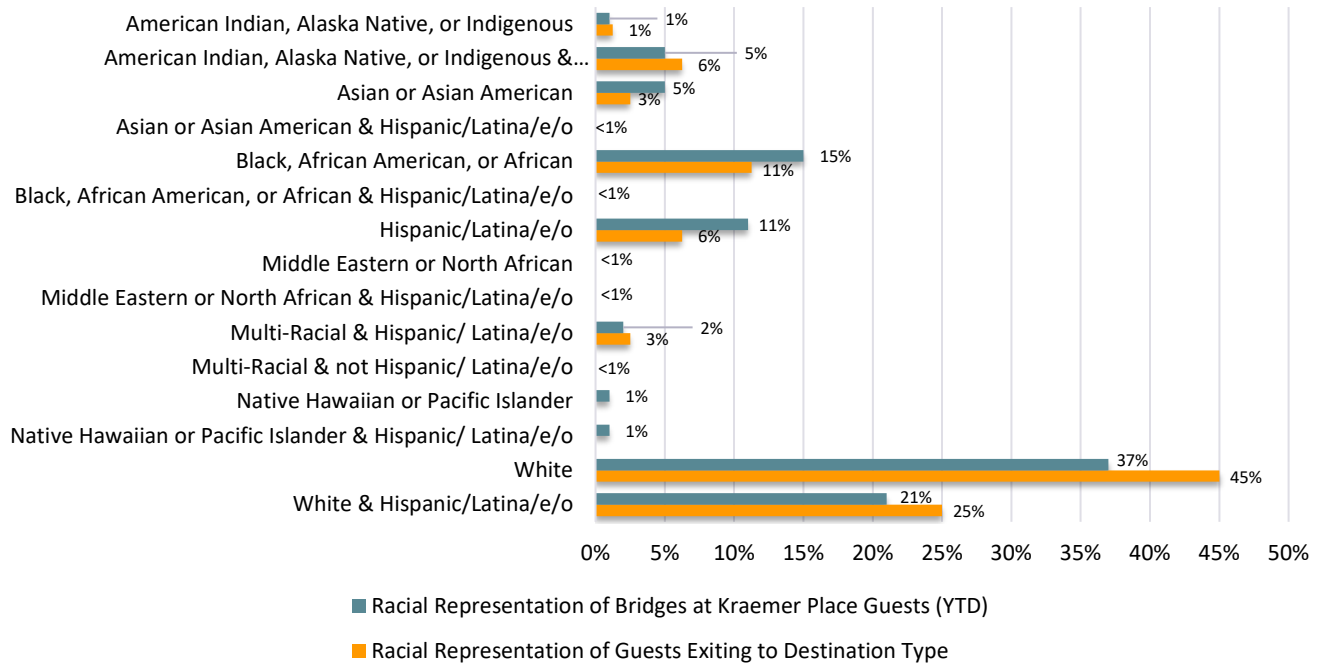


# Exit Destination Type by Racial Categories compared to Racial Representation of Bridges at Kraemer Place Shelter Population

The charts below may include duplicate client exits



## Homeless Destinations



## Unknown Destinations

