

# HOWARD COUNTY CONTINUUM OF CARE

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## GOVERNANCE CHARTER

October 2018

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## Article I. Definitions

Coordinated Entry is a process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

Collaborative Applicant means the eligible applicant that has been designated by the Continuum of Care to apply for a grant for Continuum of Care planning funds under this part on behalf of the Continuum.

A Continuum of Care (CoC) is a regional or local planning body that coordinates housing and services funding for homeless families and individuals. A CoC should be composed of representatives of organizations including: nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons.

The new *Purpose and Activities* of the CoC are to:

- Promote community-wide goals to end homelessness;
- Provide funding to quickly rehouse homeless persons;
- Promote access to mainstream resources; and
- Improve self-sufficiency among people experiencing homelessness.

Responsibilities of a CoC include operating the CoC, designating and operating an HMIS, planning for the CoC (including coordinating the implementation of a housing and service system within its geographic area that meets the needs of the individuals and families who experience homelessness there), and designing and implementing the process associated with applying for CoC Program funds.

Continuum of Care Board. The Continuum of Care must establish a board to act on behalf of the Continuum using the process established as a requirement by (the Interim Rule) and must comply with the conflict-of-interest requirements. The board must: (1) Be representative of the relevant organizations and projects serving homeless subpopulations; and (2) Include at least one homeless or formerly homeless individual. (Interim Rule)

Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Each Continuum of Care is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards.

HMIS Lead means the entity designated by the Continuum of Care in accordance with the Interim Rule to operate the Continuum's HMIS on its behalf.

## Article II. Overview of the Continuum of Care

### Section 2.01 Background

Under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act all communities receiving Continuum of Care (CoC) funding through the United States Department of Housing and Urban Development (HUD) are required communities to establish a local CoC planning body and a governing board. This broadly includes overseeing policies, programming and funding related to eradicating homelessness. The CoC Board's will serve as the Howard County CoC's governing body. This document will serve as the Howard County CoC governance charter and outlines roles and responsibilities in compliance with HUD requirements. The geographic area covered by the CoC Board is Howard County Maryland.

### Section 2.02 Purpose of the CoC

The Program is designed to:

1. Promote community-wide commitment to the goal of ending homelessness;
2. Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
3. Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
4. Optimize self-sufficiency among individuals and families experiencing homelessness.

### Section 2.03 Responsibilities of the CoC

The following are the Program responsibilities that must be met for CoC's, as determined by HUD.

#### (a) Operating the CoC

- Conduct semi-annual meetings of the full membership.
- Issue a public invitation for new members, at least annually.
- Adopt and follow a written process to select a board.
- Appoint additional committees, subcommittees, or work groups.
- Develop and follow a governance charter detailing the responsibilities of all parties.
- Consult with Recipients and Subrecipients to establish performance targets appropriate for population and program type, monitor the performance of Recipients and Subrecipients, evaluate outcomes, and take action against poor performers.
- Evaluate and report to HUD outcomes of ESG and CoC projects.
- Establish and operate a centralized or coordinated assessment system.
- Establish and follow written standards for providing CoC assistance.

#### (b) Designating and Operating an HMIS

- Designate a single HMIS.
- Select an eligible applicant to manage the CoC's HMIS.
- Monitor Recipient and Subrecipient participation in the HMIS.
- Review and approve privacy, security, and data quality plans.

#### (c) CoC Planning

- Coordinate the implementation of a housing and service system within its geographic area.
- Conduct a Point-in-Time count of homeless persons.
- Conduct an annual gaps analysis.

- Provide information required to complete the Consolidated Plan.
- Consult with ESG Recipients regarding the allocation of ESG funds and the evaluation of the performance of ESG Recipients and Subrecipients.

### Section 2.04 CoC and HMIS Designees

The Department of Community Resources and Services (DCRS) Office of Community Partnerships is the Collaborative Applicant for the Howard County CoC and the HMIS Lead Agency. DCRS receives CoC funding and works with partner agencies and the CoC Board to further the goals of HUD and meet the needs of the community. DCRS prepares and submits the CoC Collaborative Application to HUD, and is the direct Recipient of all HUD CoC Funds, except the Shelter Plus Care (S+C) Project. DCRS is the Grantee of Emergency Solutions Grant (ESG) through the State of Maryland. This Governance Charter continues the designation of DCRS as the Collaborative Applicant and HMIS Lead Agencies.

### Section 2.05 Collaborative Applicant Lead Agency Responsibilities:

The following are the activities and responsibilities of DCRS, the designated CoC's Collaborative Applicant Lead Agency:

- Supporting the planning and operations of the CoC.
- Coordinating, collaborating with agencies to develop, write and submit the HUD CoC Notice of Funding Availability (NOFA) on behalf of the CoC, including approving/rejecting applications submitted within the overall NOFA.
- Applying for CoC Planning Funds.
- Overseeing the implementation of the CoC's, plan to end homelessness including annual action plans and annual reports.
- Overseeing the CoC coordinated assessment system.
- Coordinating and conducting the annual Point in Time (PIT) count.
- Coordinating and completing the Housing Inventory Count (HIC).
- Providing information required to complete the Consolidated Plan for the entitlement jurisdiction entity.
- Providing staff support to the CoC Board, Committees and host the Planning, Coordinated Entry and HMIS Committees.
- Prepare for and host the bi-annual CoC General Meeting.

### Section 2.06 HMIS Lead Agency Responsibilities:

- Designate a single HMIS system in the CoC jurisdiction.
- Review, revise, and approve privacy, security, and data quality plans.
- Ensure consistent participation of recipients/subrecipients in HMIS.
- Ensure that the HMIS is administered in compliance with HUD.

## Article III. Governance

### Section 3.01 Coalition to End Homelessness

#### **(a) Purpose of the Coalition to End Homelessness (Coalition)**

The CoC is a collaborative community-based planning and advocacy body that seeks to ensure the needs of persons who are homeless or at-risk of homelessness within the County are being met. The CoC works to ensure diverse population input to decision-making, including consumers and community members, as well as gender, ethnic, cultural and geographical representation. The CoC at large will be named the “Coalition to End Homelessness,” and is for all members to be convened as the public planning body of the homeless service and housing system. The governing board of this group is the CoC Board, a 19-25-member Board, who are elected by the Coalition’s General Membership every three years.

Meetings will include presenting progress of work from the CoC Board and all Committees in place. Members will have the opportunity to provide input into the homeless system, voice concerns, receive updates on progress, share resources/information, and be encouraged to participate in committees and workgroups. Meetings will be hosted by the Collaborative Applicant.

#### **(b) Composition of the Coalition General Meeting**

The CoC is broadly representative of the public and private homeless service sectors. There is no limit to the number of members that may be represented.

#### **(c) Membership**

##### *(i) Qualifications for Coalition General Membership.*

All interested Agency/Organizations and individuals, including persons who are currently or formally homeless, are eligible for Coalition General Membership.

##### *(ii) Becoming a Coalition General Member:*

An application is required for all interested Agency/Organizations or Individuals to be Coalition General Members. There is no fee associated with membership. All Coalition General Members are provided one vote, within the parameters outlined below.

##### **1) Agency/Organization:**

- Only one person may be designated to vote on behalf of the Agency/Organization on matters in Coalition General meeting (Voting Member).
- More than one person may represent the Agency/Organization and attend meetings.
- The Agency/Organization Voting Member must sign and submit a Conflict of Interest statement with the Membership Application.

##### **2) Individual:**

- An Individual Member holds only one vote.
- An Individual must not be a formal staff or Board member with an Agency/Organization that is also a member Agency/Organization.
- Individuals must sign and submit a Conflict of Interest statement with the Membership Application.

##### *(iii) Terms of Membership.*

Not applicable

##### *(iv) Officers, Terms of Officers, Responsibilities of Officers.*

Not Applicable. Meetings will be hosted by the Collaborative Applicant for the CoC.

*(v) Elections.*

- Coalition General Members do not need to be voted on by the Coalition General membership – Membership application is sufficient.
- The Coalition General Members will vote on CoC Board Members in accordance with the Voting protocol of this section (3.01 (d)(viii)).
  - Nominations for CoC Board Members may be made by notifying the CoC Board Chair and the Collaborative Applicant, and/or through an ad-hoc Nominating Committee.
  - New CoC Board Member voting will take place annually at the CoC General April meeting, to begin Board Membership by July of the same year.

*(vi) Member Responsibilities.*

- Commit to being an active participant in the Continuum of Care and work towards the overall goal of ending homelessness in Howard County.
- Appoint/list one individual to serve as the Voting Member Representative at the Coalition General Meeting in the Membership Application.
  - If a Voting Member Representative is unable to attend a scheduled Coalition General Meeting an alternative representative should be appointed to attend in the member representatives' absence and listed in the Membership Application.
- Select, if desired, additional individuals to represent the applicable agency/organization to attend semi-annual Howard County Coalition General meetings as Non-Voting Members to speak on behalf of the Agency/Organization.
- Voting as defined in (e) under Coalition General Meeting Responsibility.
- Join/participate in at least 60 percent of subcommittees/workgroups of the CoC Board (Decision making board for the Howard County CoC).
- Representatives should come to each meeting prepared to actively participate.
- Follow through with all commitments, or assignments they agree to as part of or on behalf of the Coalition.
- Notify the CoC Collaborative Applicant of any changes in contact information for their Agency/Organization, of their Representative, or their contact information.
- Participate in surveys, education opportunities and outreach efforts, including the annual count of homeless persons through the federally mandated Point-in-Time and Housing Inventory Count, held at the time specified by the U. S. Department of Housing and Urban Development.

*(vii) Resignation/Removal.*

- A member of the Coalition General Meeting who wishes to resign shall submit a letter of resignation to the Collaborative Applicant, at least 10 business days prior to the effective date.

**(d) Meetings**

*(i) Communication – Between meetings, the Collaborative Applicant will keep members involved by the following methods.*

- Maintaining a directory of general membership;
- Encouraging partners with similar interests to combine efforts, either by sharing information/best practices or working on strategies to collaborate and support efforts; and
- Sharing information regularly to maintain a focus on homelessness in general and the Coalition in particular.

*(ii) Frequency.*

At a minimum, the Coalition meetings will be held twice per year in April and October.

*(iii) Open Meetings Law.*

Meetings are subject to the Open Meetings Act. This requires that 1) meetings must be open to the public; 2) notice of meetings must be provided, and 3) written minutes of meetings must be prepared, and maintained for a minimum of one year.

*(iv) Open to the Public.*

All meetings of the Board are open to the public, except when funding decisions are being made or when a meeting is closed as authorized under federal, state, or local law.

*(v) Minutes.*

Minutes of all Board meetings will be recorded and distributed to all members.

*(vi) Protocol.*

Meetings shall be conducted according to the latest edition of Roberts Rules of Order, Newly Revised.

*(vii) Voting.*

- All attendees have voice.
- All Voting Members can vote, according to the Membership Agreement on file.
- A representative for the designated person for Agency/Organization attending a meeting on behalf of the designated Voting Member has voice and vote if designated in the Membership Agreement as authorized.
- A simple majority of the current members shall constitute a quorum.
- Action may be taken by the Board upon a vote of the simple majority of the members present at a meeting at which there is a quorum.

**(e) Coalition General Meeting Responsibilities:**

- Conduct at least semi-annual meetings of the full membership.
- Publicly invite new members annually.
- Develop this Governance Charter which outlines responsibilities of all parties, and ensure it is updated annually. Vote will be required.
- Adopt and follow a written process to select a board, and review/update at least once every five years. Vote will be required.
- Vote on new CoC Board Members as applicable to terms and qualifications of the CoC Board Qualifications, in accordance with this Governance Charter.
- Provide input into the homeless system, voice concerns, receive updates on progress and share resources/information.

## Section 3.02 Howard County Continuum of Care (CoC) Board

**(a) Purpose of the CoC Board**

The Purpose of the CoC Board is to act as a governing body on behalf of the Continuum of Care (*the local planning body that coordinates housing and support services funding for homeless families and individuals*). The CoC Board will seek to promote community-wide goals to end homelessness; support funding outcomes to quickly rehouse homeless persons; promote access to mainstream resources; and improve self-sufficiency among people experiencing homelessness. The CoC Board will be presented with progress of work from all Committees in place, and will review and approve initiatives developed by the Coalition. Annually, the CoC Board will develop and review existing performance targets to end homelessness by population type, and intervention needed.



## **(b) Composition of the CoC Board**

The Board shall consist of a minimum of 19 and a maximum of 25 members. The Department of Community Resources and Services shall designate a staff person to serve as support to the Board.

## **(c) Membership**

### *(i) Qualifications of CoC Board Members.*

- 1) All members should either reside or work in Howard County.
- 2) Have a vested interest in ending homelessness.
- 3) As practical, the Board shall reflect the gender, geographic, ethnic, and racial makeup of the county.
- 4) Board Members must be a Member of the Coalition.
- 5) Represent one or more of the following:
  - a) Advocates for the homeless
  - b) Affordable housing developers
  - c) Business community
  - d) CDBG/HOME Entitlement jurisdiction
  - e) Domestic violence organizations
  - f) ESG Recipients
  - g) Faith-based organizations
  - h) Government agencies
  - i) Health care related organizations
  - j) Law enforcement
  - k) Local Public-School System
  - l) Mainstream benefit agencies
  - m) Organizations serving the homeless population
  - n) Persons who are currently or formerly homeless
  - o) Public Housing Authorities/Housing Commissions
  - p) Veteran Service Organization

### *(ii) Mandated and Term-Limited Seats.*

### *(iii) Becoming a Board Member.*

Interested representatives of Agency/Organizations already Coalition General Members are eligible for Board representation, within the parameters of “*Qualifications of CoC Board Members.*” Interested representatives of the Coalition General Meeting may seek Board Membership by self-nomination or an existing CoC Board Member may nominate, by notifying the CoC Board Chair and the Collaborative Applicant prior to the April Coalition General Meeting. Voting protocols will be followed in accordance with the Coalition’s General Meeting’s process.

### *(iv) Terms of Membership.*

CoC Board Membership begin July of the year voted into membership. Members of the CoC Board shall serve a term of one to three years. Board members may serve two consecutive terms. Terms will be staggered for “Term-Limited” seats on the CoC Board.

*(v) Officers.*

**1) Electing Officers.**

Elected Officers include Chair, Vice Chair and any applicable Committee needing representation by a Board member. An Ad-hoc Nominating Committee shall be appointed by the Chair at least one month prior to the July Board meeting. The Nominating Committee shall consist of three members, and shall include both public and private representatives. The Nominating Committee shall present its recommendations for Chair and Vice-Chair and any Committee Chair(s), as applicable, at the July Board meeting for a vote. Members of the Board may also make nominations from the floor. If a vacancy occurs in the position of either Officer, the Board will hold a special election to fill the vacancy.

**2) Terms of Officers.**

The term of Officers shall be one year, from July 1 through June 30. A Board member may serve no more than two consecutive terms in an Officer position. For the first year in operation, the Officers will serve a year and a half first term.

**3) Responsibilities of Officers.**

Officers of the Board shall consist of a Chair and Vice-Chair. The Chair shall:

- Preside over all meetings of the Board;
- Call additional meetings, as needed;
- Serve as the Board's representative to the County Executive and County Council, including in person and any other communication made on behalf of the Board; and
- Ensure that the Board is acting in such a manner that supports its mission and conforms to this Governance Charter.

The Vice-Chair shall carry out the duties of the Chair in the Chair's absence, and perform such other duties as the Chair or Board may require.

*(vi) Elections.*

- The Coalition General Members will vote on CoC Board Members in accordance with the Voting protocol of section (3.01 (d)(viii)).
  - Nominations for CoC Board Members may be made through self-nomination or by an existing CoC Board Member by notifying the CoC Board Chair and the Collaborative Applicant.
  - New CoC Board Member voting will take place annually at the Coalition General April meeting, to begin Board Membership by July of the same year.

*(vii) Member Responsibility.*

- Board members are responsible to attend all meetings, or notify the Chair or staff in advance if they will be absent.
- Arrive at meetings on time prepared for discussion, bringing printed copies of any material distributed in advance of the meeting.
- Board members may delegate their membership to another person in their agency/organization.

*(viii) Resignation/Removal.*

- A member of the Board who wishes to resign shall submit a letter of resignation to the Director of the Department of Community Resources and Services, at least 10 business days prior to the effective date.
- A member of the Board may be removed if found to be acting outside of the Conflict of Interest and/or CoC Board Membership Agreement. This will be enforced by the Chair, Vice-Chair, Director of the Department of Community Resources and Services, or by majority vote of the CoC Board.

## **(d) Meetings**

### *(i) Frequency.*

At a minimum, the CoC Board will meet twice per year in July and January. The Board may meet more often at the call of the Chairperson within 10 business days' notice to members.

### *(ii) Open Meetings Law.*

Meetings are subject to the Open Meetings Act. This requires that 1) meetings must be open to the public; 2) notice of meetings must be provided, and 3) written minutes of meetings must be prepared, and maintained for a minimum of one year.

### *(iii) Open to the Public.*

All meetings of the Board are open to the public, except when funding decisions are being made or when a meeting is closed as authorized under federal, state, or local law.

### *(iv) Minutes.*

Minutes of all Board meetings will be recorded and distributed to all members.

### *(v) Protocol.*

Meetings shall be conducted according to the latest edition of Roberts Rules of Order, Newly Revised.

### *(vi) Voting.*

- All Board members are Voting Members, and have voice.
- The support staff to the Board has voice but not vote.
- A representative attending a Board meeting on behalf of an absent Voting Member has voice but not vote.
- Coalition General Members, who are not members of the Board, have voice only.
- Members of the public shall have voice at the discretion of the Chair.
- The Chair will vote only in the case of a tie.
- A simple majority of the current members shall constitute a quorum.
- Action may be taken by the Board upon a vote of the simple majority of the members present at a meeting at which there is a quorum.

## **(e) Conflict of Interest**

### *(i) Applicability.*

Conflict of Interest shall apply to the CoC Board Members, and must comply with the requirements outlined in 24 CFR part 578.95, and the following policies and procedures to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. All processes will comply with the requirements of 24 CFR Part 578.95(b). Failure to honor these will be grounds for removal from the CoC Board.

### *(ii) Conflict of Interest Policy.*

- No Member of the CoC Board shall participate in, influence discussions, or vote concerning the award of a grant or any other financial decision which shall have a direct financial impact on the Agency/Organization that the Member represents. This includes decisions with respect to funding, awarding contracts, and implementing corrective actions. This includes any actual or perceived conflicts of interest as they arise.
- Members may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
  - Any organization that they or a member of their immediate family represents; or
  - Any organization from which they or a member of their immediate family derives income, financial interest, or receives anything of value.

*(iii) Conflict of Interest Procedure.*

- CoC Board Members must exercise care when acting on behalf of the CoC.
- CoC Board Members must sign a Conflict of Interest form upon membership and annually thereafter affirming that they have reviewed the policy and they have disclosed/will disclose any conflicts of interest they face or are likely to face in fulfilling their ascribed duties.
- Whenever members disclose any conflict of interest they must:
  - Fully disclose the nature of the interest; and
  - Withdraw from discussing, lobbying and voting on the matter.
- Disclosure should occur at the earliest possible time and, if possible, prior to discussion of any issue. The disclosure shall be duly recorded in the applicable meeting minutes.

**(f) CoC Board Responsibilities**

- Follow the written process for Board Member selection as adopted and updated by the Coalition (to be updated at least every five years).
- Follow the Governance Charter as annually adopted and updated by the Coalition.
- Appoint committees, subcommittees, or work groups to carry out the work of the CoC.
- Review and approve initiatives developed by the CoC.
- Develop and review performance targets for sub-populations by program type.
- Promote partnerships with private organizations, businesses, the philanthropic community, and any public agency to improve the CoC in coordination with the CoC’s plan to end homelessness.
- Receive reports from the Committees of the Board.
- Recommend to the County Executive or County Council any improvements to the CoC including process changes and resources needed to reduce homelessness.

**Section 3.03 CoC Board Committees**

**(a) Planning Committee**

*(i) Purpose.*

Act in a planning capacity for mandatory functions of the Collaborative Applicant as relevant to ensure the CoC is high functioning.

*(ii) Composition of Planning Committee.*

Not Applicable.

*(iii) Membership.*

**1) Qualification of Planning Committee Members/ Becoming a Member**

Coalition Members (Agency/Organization or Individual), including persons who are currently or formally homeless, are eligible to attend the Planning Committee.

See Section “Coalition General” on becoming a Coalition General Member. Must represent an Agency/Organization or be an Individual Member.

**2) Terms of Membership.**

Not Applicable.

**3) Officers.**

**a) Electing Officers.**

The Planning Committee Chair must be approved by the CoC Board, and must be a Voting Member of the CoC Board.

b) Terms of Officers.

The term of Committee Chair shall be two years, beginning on July 1 and ending two years later on June 30.

c) Responsibility of Officers.

The Chair shall:

- Preside over all Committee Meetings;
- Call additional meetings, as needed;
- Serve as the Committee's representative to the CoC Board; and
- Ensure that the Committee is acting in such a manner that supports the goals and missions of:
  - The CoC Program;
  - The CoC Board and General Meeting;
  - The funding sources under the purview of the Committee; and
  - This Governance Charter.

4) Elections.

Not Applicable at the Committee level.

5) Committee Member Responsibility.

- Arrive at meetings on time prepared for discussion, bringing printed copies of any material distributed in advance of the meeting.
- Follow through with all commitments, or assignments they agree to as part of or on behalf of the Committee.

6) Resignation/Removal.

Not Applicable.

*(iv) Meetings.*

1) Frequency.

At a minimum, the Planning Committee will meet 9-10 months out of the year, generally on February, March, April, May, June, August, September, October, November and December. These are the off months from the CoC Board Meetings.

2) Open Meetings Law.

Meetings are subject to the Open Meetings Act. This requires that 1) meetings must be open to the public; 2) notice of meetings must be provided, and 3) written minutes of meetings must be prepared, and maintained for a minimum of one year.

3) Open to the Public.

All meetings of the Committee are open to the public, except when funding decisions are being made or when a meeting is closed as authorized under federal, state, or local law.

4) Minutes.

Minutes of all Committee meetings will be recorded and distributed to all members.

5) Protocol.

Meetings shall be conducted according to the latest edition of Roberts Rules of Order, Newly Revised.

6) Voting.

Not Applicable.

*(v) Planning Committee Responsibilities:*

- Support/guide the planning efforts of the Collaborative Applicant.
- Provide input to the CoC application through each NOFA competition.

- Research best practices and use data to inform what best practices and program activities are needed.
- Establish/maintain written standards for providing assistance in accordance with best practices for all interventions to end homelessness.
- Update plan to end homelessness (ie: complete Annual Action Plans/Annual Reports).
- Ensure plan to end homelessness' goals and concepts are reflected in all CoC activities.
- Review and revise policies and procedures related to the CoC and ESG programs.
- Review/monitor system-wide and program-specific performance.
- Conduct an annual gaps analysis of the needs of the homeless population, as compared to available housing and services within the geographic area.
- Provide recommendations to the CoC Board and Review and Ranking Committee.
- Subcommittees may include: Subpopulations, Unmet Need.

## **(b) Review and Ranking Committee**

### *(i) Purpose.*

Act as the decision/recommendation making arm of the CoC Board when considering the rating and ranking of the applicable funding sources of the Continuum of Care. Seek to ensure that funding for efforts by nonprofit providers, States, and local governments quickly rehouses homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness.

### *(ii) Composition.*

The Committee shall consist of a minimum of five and a maximum of nine members. A staff member of the Collaborative Applicant of the CoC shall staff the Committee.

### *(iii) Membership*

#### **1) Qualifications of Committee Members/Becoming a Committee Member.**

Rating and Ranking Committee Members must be Coalition Members or CoC Board Voting Members who do not receive or intend to receive grant funding as described in the "Rating and Ranking Committee Responsibilities." Members must not have any real or perceived Conflict of Interest regarding any funded Agency/Organization of any of the following funding sources: CoC, ESG, State homeless assistance grants, or Plan to End Homelessness County grants.

#### **2) Terms of Membership.**

Members of the Rating and Ranking Committee shall serve a term of three years. Committee Members may serve two consecutive terms, but must be off the Committee for one year before being elected again for a third term.

#### **3) Officers.**

##### **a) Electing Officers.**

The Rating and Ranking Committee Chair must be voted on by the CoC Board, and must be a Voting Member of the CoC Board.

##### **b) Terms of Officers.**

The term of Committee Chair shall be two years, beginning on July 1 and ending two years later on June 30.

##### **c) Responsibility of Officers.**

The Chair shall:

- Preside over all Committee Meetings;
- Call additional meetings, as needed;

- Serve as the Committee’s representative to the CoC Board; and
- Ensure that the Committee is acting in such a manner that supports the goals and missions of:
  - The CoC Program;
  - The CoC Board and General Meeting;
  - The funding sources under the purview of the Committee; and
  - This Governance Charter.
- Ensure priorities are established in making funding decisions/recommendations.

#### 4) Elections.

Not Applicable at the Committee level.

#### 5) Committee Member Responsibilities.

- Committee members are responsible to attend all meetings, or notify the Chair or staff in advance if they will be absent.
- Arrive at meetings on time prepared for discussion, bringing printed copies of any material distributed in advance of the meeting.
- Committee members may *not* delegate their membership to another person in their Agency/Organization or others in the community.
- Committee members will sign a Conflict of Interest statement at the onset of serving on the Committee, and then annually thereafter, in accordance with the expectations and duties included in this Governance Charter.
- Committee members will sign a Confidentiality Statement regarding reviewing and allocating grant funding.

#### 6) Resignation/Removal.

- A member of the Committee who wishes to resign shall submit a letter of resignation to the Committee Chair, or if the member is the Committee Chair, to the CoC Board Chair and Collaborative Applicant, at least 10 business days prior to the effective date.
- A member of the Committee may be removed if found to be acting outside of the Conflict of Interest, Confidentiality Statement, and/or CoC Board Membership Agreement. This will be enforced by the Committee Chair, or if the member is the Chair, by the CoC Board Chair, Director of the Department of Community Resources and Services, or by majority vote of the CoC Board.

#### (iv) Meetings.

##### 1) Frequency.

At a minimum, the Review and Ranking Committee will meet approximately four times out of the year, related to grant timelines and due dates.

##### 2) Open Meetings Law.

Meetings are subject to the Open Meetings Act. This requires that 1) meetings must be open to the public; 2) notice of meetings must be provided, and 3) written minutes of meetings must be prepared, and maintained for a minimum of one year.

##### 3) Open to the Public.

All meetings of the Committee are open to the public, except when funding decisions are being made or when a meeting is closed as authorized under federal, state, or local law.

##### 4) Minutes.

Minutes of all Committee meetings will be recorded and distributed to all members.

##### 5) Protocol.

Meetings shall be conducted according to the latest edition of Roberts Rules of Order, Newly Revised.

## 6) Voting.

- All Committee members are voting members.
- The Collaborative Applicant designated staff to the Committee has voice not vote.
- Coalition members, who are not members of the Board, have voice only.
- Members of the public shall have voice at the discretion of the Chair.
- A simple majority of the current members shall constitute a quorum.
- Action may be taken by the Committee upon a vote of the simple majority of the members present at a meeting at which there is a quorum.

### *(v) Conflict of Interest.*

#### 1) Applicability.

Conflict of Interest shall apply to the Rating and Ranking Committee Members. Both must comply with the Conflict of Interest requirements outlined in 24 CFR part 578.95, and the following policies and procedures to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. All processes will comply with the requirements of 24 CFR Part 578.95(b). Failure to honor these will be grounds for removal from the CoC Board and/or Rating and Ranking Committee.

#### 2) Conflict of Interest Policy.

- No Member of the Ranking Committee shall participate in, influence discussions, or vote concerning the award of a grant or any other financial decision which shall have a direct financial impact on the Agency/Organization that the Member represents. This includes decisions with respect to funding, awarding contracts, and implementing corrective actions. This includes any actual or perceived conflicts of interest as they arise.
- Members may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
  - Any organization that they or a member of their immediate family represents; or
  - Any organization from which they or a member of their immediate family derives income, financial interest, or receives anything of value.

#### 3) Conflict of Interest Procedure.

- Ranking Committee Members must exercise care when acting on behalf of the CoC and when prioritizing grant funds.
- Rating and Ranking Committee Members must sign a Conflict of Interest form upon membership and annually thereafter affirming that they have reviewed the policy and they have disclosed/will disclose any conflicts of interest they face or are likely to face in fulfilling their ascribed duties.
- At the beginning of the Rating and Ranking Committee meeting, the Chair will ask Committee Members to disclose any potential or actual conflicts of interest unknown to the Committee that need to be disclosed before the business for the meeting's is discussed.
- Whenever members disclose any conflict of interest they must:
  - Fully disclose the nature of the interest; and
  - Withdraw from discussing, lobbying and voting on the matter.
- Disclosure should occur at the earliest possible time and, if possible, prior to discussion of any issue. The disclosure shall be duly recorded in the applicable meeting minutes.

### *(vi) Rating and Ranking Committee Responsibilities.*

- Act as the decision-making arm of the CoC Board when considering the rating and ranking of the applicable funding sources of the Continuum of Care.
  - Evaluate performance of CoC/ESG/State homeless assistance programs/PEH programs.



- Rate/rank funding proposals CoC/ESG/State homeless assistance programs/PEH programs.
- Reallocate project funds as necessary to meet needs of CoC.
- Communicate Committee findings to CoC Board, and provide decisions made at the Committee to the Collaborative Applicant as funding recommendations on behalf of the CoC Board.
- Make decisions on behalf of the CoC Board in a timely manner that will enable the CoC Board to have fruitful discussion.

**(c) Coordinated Entry Committee**

*(i) Purpose.*

Act in a coordinating capacity for the Howard County CoC’s coordinated entry system, Coordinated System (of Homeless Services). Specifically, coordinate efforts and engage partners in building and maintaining a robust Coordinated Entry system.

*(ii) Composition of Coordinated System Committee.*

Not Applicable.

*(iii) Membership.*

**1) Qualification of Coordinated System Committee Members/Becoming a Member**

Coalition Members (Agency/Organization or Individual), including persons who are currently or formally homeless, are eligible to attend the Coordinated System Committee.

**2) Terms of Membership.**

Not Applicable.

**3) Officers.**

**a) Electing Officers.**

The Coordinated Entry Committee Chair must be approved by the CoC Board, and must be a Voting Member of the CoC Board.

**b) Terms of Officers.**

The term of Committee Chair shall be two years, beginning on July 1 and ending two years later on June 30.

**c) Responsibility of Officers.**

The Chair shall:

- Preside over all Committee Meetings;
- Call additional meetings, as needed;
- Serve as the Committee’s representative to the CoC Board; and
- Ensure that the Committee is acting in such a manner that supports the goals and missions of:
  - The CoC Program;
  - The CoC Board and General Meeting;
  - The funding sources under the purview of the Committee; and
  - This Governance Charter.

**4) Elections.**

Not Applicable at the Committee level.

**5) Committee Member Responsibility.**

- Arrive at meetings on time prepared for discussion, bringing printed copies of any material distributed in advance of the meeting.
- Follow through with all commitments, or assignments they agree to as part of or on behalf of the Committee.

*(iv) Resignation/Removal.*

Not Applicable.

*(v) Meetings.*

**1) Frequency.**

At a minimum, the Coordinated System Committee will meet 9-10 months out of the year, generally on February, March, April, May, June, August, September, October, November and December. These are the off months from the CoC Board Meetings.

**2) Open Meetings Law.**

Meetings are subject to the Open Meetings Act. This requires that 1) meetings must be open to the public; 2) notice of meetings must be provided, and 3) written minutes of meetings must be prepared, and maintained for a minimum of one year.

**3) Open to the Public.**

All meetings of the Committee are open to the public, except when funding decisions are being made or when a meeting is closed as authorized under federal, state, or local law.

**4) Minutes.**

Minutes of all Committee meetings will be recorded and distributed to all members.

**5) Protocol.**

Meetings shall be conducted according to the latest edition of Roberts Rules of Order, Newly Revised.

**6) Voting.**

Not Applicable.

*(vi) Coordinated System Committee Responsibilities.*

- Develop and guide Coordinated Entry implementation, operations, and processes.
- Set CoC-wide goals for Coordinated Entry.
- Examine strengths/weaknesses and monitor goals.
- Review and revise policies related to Coordinated Entry and partner connections.
- Develop a recruitment plan for broadening the partners engaged in Coordinated Entry.
- Review/monitor system performance.
- Communicate progress to CoC Board.
- Subcommittees may include: By-Name List, Subpopulations, Case Management.

**(d) HMIS Committee**

*(i) Purpose.*

Act in an oversight and recommendation capacity for the Howard County CoC's Homeless Management Information System(HMIS).

*(ii) Composition of HMIS Committee.*

Not Applicable.

*(iii) Membership.*

**1) Qualification of HMIS Committee Members/Becoming a Member.**

Coalition Members (Agency/Organization or Individual), including persons who are currently or formally homeless, are eligible to attend the HMIS Committee. Additionally, agency representatives who are designated HMIS Point Persons, HMIS end-users, and others interested in the ongoing management and implementation of the HMIS system may attend.

**2) Terms of Membership.**

Not Applicable.

### 3) Officers.

#### a) Electing Officers.

The HMIS Committee Chair must be approved by the CoC Board, and must be a Voting Member of the CoC Board.

#### b) Terms of Officers.

The term of Committee Chair shall be two years, beginning on July 1 and ending two years later on June 30.

#### c) Responsibility of Officers.

The Chair shall:

- Preside over all Committee Meetings;
- Call additional meetings, as needed;
- Serve as the Committee's representative to the CoC Board; and
- Ensure that the Committee is acting in such a manner that supports the goals and missions of:
  - The CoC Program;
  - The CoC Board and General Meeting;
  - The funding sources under the purview of the Committee; and
  - This Governance Charter.

### 4) Elections.

Not Applicable at the Committee level.

### 5) Committee Member Responsibility.

- Arrive at meetings on time prepared for discussion, bringing printed copies of any material distributed in advance of the meeting.
- Follow through with all commitments, or assignments they agree to as part of or on behalf of the Committee.

### 6) Resignation/Removal.

Not Applicable.

#### *(iv) Meetings.*

#### 1) Frequency.

At a minimum, the HMIS Committee will meet four months out of the year, generally on January, April, July and October. These are the months of both the Coalition Meeting and CoC Board Meetings.

#### 2) Open Meetings Law.

Meetings are subject to the Open Meetings Act. This requires that 1) meetings must be open to the public; 2) notice of meetings must be provided, and 3) written minutes of meetings must be prepared, and maintained for a minimum of one year.

#### 3) Open to the Public.

All meetings of the Committee are open to the public, except when funding decisions are being made or when a meeting is closed as authorized under federal, state, or local law.

#### 4) Minutes.

Minutes of all Committee meetings will be recorded and distributed to all members.

#### 5) Protocol.

Meetings shall be conducted according to the latest edition of Roberts Rules of Order, Newly Revised.

#### 6) Voting.

Not Applicable.

*(v) HMIS Committee Responsibilities.*

- Review and revise policies related to HMIS data privacy, security, standards, quality, timeliness
- Review reports submitted to HUD
- Analyze data on homelessness from HMIS
- Perform the annual Point-in-Time survey and Housing Inventory Count
- Review/monitor system performance
- Communicate progress to CoC Board

Subcommittees may include: Quality Assurance Committee, Data Management

**(e) Ad-Hoc Committees**

- The CoC Board may appoint committees to address special initiatives, events, nominations, statewide activities
- Committees may appoint sub-committees to accomplish specific goals aligned with the purpose of the Committee.

## Article IV. Amendments to the Operating Procedures

- Any proposed amendments to these Operating Procedures must be presented in writing at the CoC Board meeting.
- The vote on the proposed amendment will be taken at the following CoC Board meeting.
- A 2/3 vote is required to pass the amendment.
- The proposed amendment to the Governance Charter will become effective immediately after the close of the meeting at which the amendment is adopted.

This Governance Charter has been voted on with:

\_\_\_\_\_ Votes “in-favor” and \_\_\_\_\_ Votes “not in favor.”

This Governance Charter has been adopted by the Howard County CoC on the following date:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date to be Reviewed – 5 years from Date Approved

## Article V. Attachments – to be incorporated upon Adoption

Section 5.01 Continuum of Care Policies and Procedures

Section 5.02 HMIS Policies and Procedures

Section 5.03 Coordinated Entry Policies and Procedures

Section 5.04 Definitions