

Boise City/Ada County Continuum of Care Governance Charter

Updated: March 2019

Purpose of the CoC

The purpose of the Continuum of Care (CoC) is to manage a collaborative, community approach to ending homelessness and, when homelessness does occur, ensure the experience is rare, brief, and only happens one time. The Boise City/Ada County Continuum of Care's geographic reach extends countywide and encompasses Ada County and all municipalities within Ada County. The CoC plans for and seeks to provide a system of outreach, engagement, and assessment; prevention and diversion; emergency shelter; rapid re-housing; and permanent supportive housing for those most in need.

CoC members generally include local governments, state agencies, nonprofit homeless assistance providers, victim service providers, housing developers, social service providers, hospitals, behavioral health agencies, faith-based organizations, advocates, universities, public housing agencies, law enforcement, school districts, and persons formerly or currently experiencing homelessness.

The CoC plans for the highest and best use of McKinney Vento funds awarded annually to the CoC through a competitive grant application process and, as such, the CoC is guided by the rules and regulations outlined in 24 CFR Part 578, Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program. Additionally, the CoC includes in its planning process other sources of funding, including ESG and CDBG and other funds secured from, for example, local governments or the philanthropic community.

The CoC does not discriminate in any of its programs or activities. The CoC prohibits discrimination on the basis of race, color, national origin, religion, familial status, disability, age, sexual orientation, and gender identity or expression.

Purpose of the Charter

Because the CoC receives CoC program funds, HUD has charged communities with fulfilling certain responsibilities. This charter provides the framework within which the CoC is governed and outlines roles and responsibilities. The CoC updates the charter annually to ensure that the charter reflects not only the current regulations, but also the evolving needs of the CoC. To that end, this charter:

- Delineates the structure of the CoC, including the membership, roles, and responsibilities of CoC-chartered committees and boards;
- Defines CoC general membership and outlines the CoC's expectations of those members;
- Establishes the code of conduct and conflict of interest; and
- Includes the Homeless Management Information System (HMIS) Governance Charter.

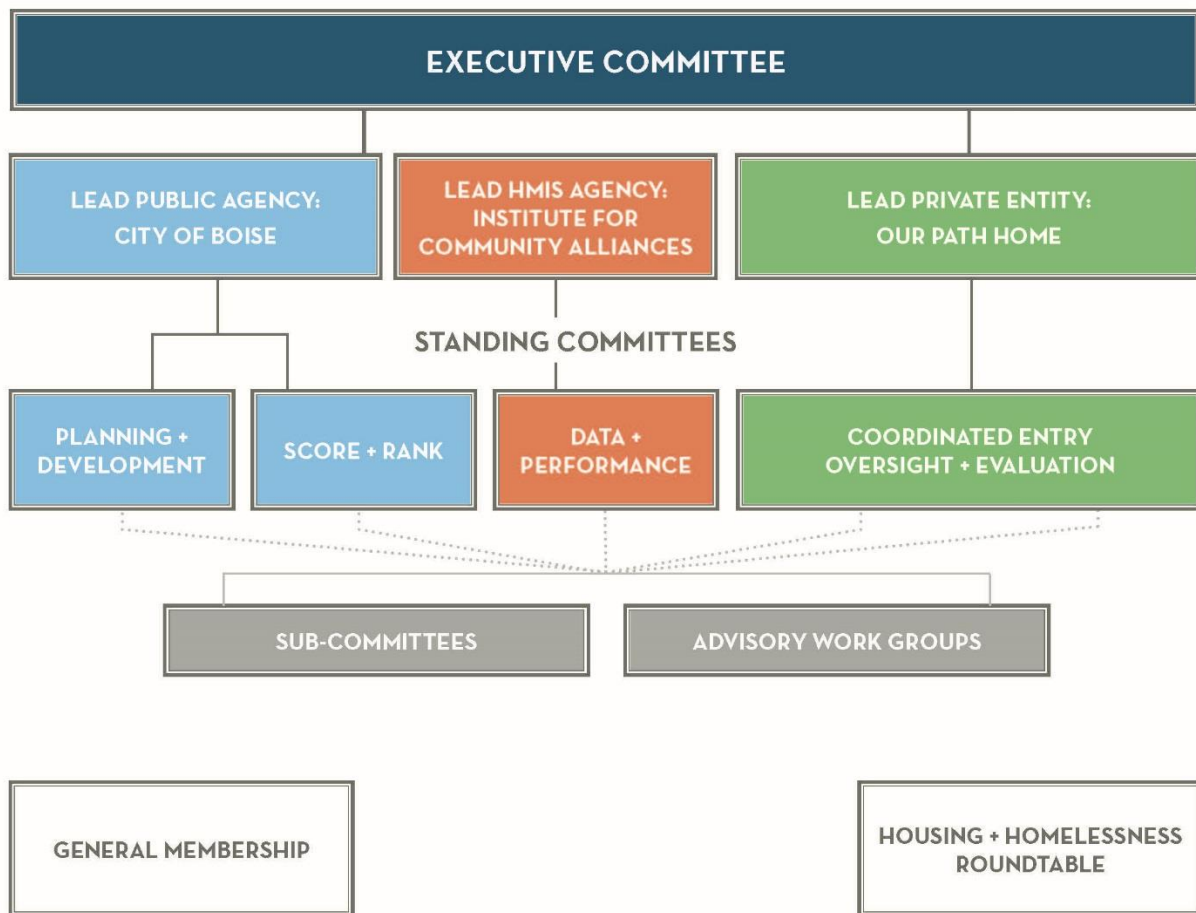
CoC Structure

The CoC is governed by an Executive Committee—the decision-making authority of the CoC. The Executive Committee is supported in its work as this delegated authority by the lead agencies, the

collaborative applicant, standing committees (and their sub-committees and advisory work groups), ad hoc committees, affiliate groups, and the CoC general members.

The CoC currently has four (4) standing committees. Standing committee members are appointed by the Executive Committee. Standing committee meeting agendas and minutes, including Executive Committee agendas and minutes, will be posted on the CoC’s website and stored electronically for a period of five (5) years. Standing committees can form sub-committees or work groups as the committee deems necessary to fulfill their duties.

Members of any operational sub-committees are appointed by the committee which that sub-committee serves. Any advisory work groups are volunteer-based and participation is open to CoC general members and members of the public. Work groups report their findings and recommendations to the standing committee they serve. The CoC convenes a meeting of general members at least once a year and as often as quarterly; these meetings are open to the public.



Lead Public Agency

The designated lead public agency for the CoC is the City of Boise. The City operates in this role under the direction of the Boise City Mayor's Office. Responsibilities of the lead agency include administrative, planning, monitoring, reporting, and systems coordination. As the lead public agency, the City also serves as the collaborative applicant for CoC Program funds each year.

The City is uniquely well-positioned to serve as the lead public agency because of its stewardship and commitment to housing our community's most vulnerable neighbors, and because of the City's ability and charge to leverage resources that supplement and enhance McKinney Vento funds, including other federal and non-federal sources.

Responsibilities:

- Serve as the collaborative applicant, as designated by the Executive Committee, on behalf of the CoC
 - Draft and submit the application for CoC funds, including planning funds, if available
- Contract for and coordinate with an HMIS Lead and HMIS vendor
- Collaborate with and co-sponsor the Housing and Homelessness Roundtables
- Perform administrative duties to include, at a minimum:
 - Maintaining a full-time CoC Program Manager and part-time Program Monitor
 - Staffing and facilitating CoC standing committee and sub-committee meetings and, where practicable, any work groups
 - Reviewing all contracts and MOUs entered on behalf of the CoC
 - Conducting gaps and needs analyses to inform resource allocation and strategic planning efforts
 - Planning, coordinating, and conducting an annual Point-in-Time Count
 - Aligning and coordinating with other homeless assistance funds including:
 - Participating and assisting in the allocation of ESG funds to the CoC
 - Providing relevant, timely information to the Consolidated Plan jurisdictions
 - Meeting and submitting HUD reporting requirements
 - Developing and maintaining Written Standards for CoC-funded projects
 - Distributing official CoC communications
 - Ensuring implementation of CoC strategies and goals
 - Inviting new members to join the CoC at least annually

Lead Private Entity

Our Path Home is the lead private entity for the CoC. In its role as the administrator of the CoC's coordinated entry system, Our Path Home manages a partnership of more than 30 providers who have agreed to coordinate around one prioritized list to serve our most vulnerable neighbors first. Our Path Home staff engage in a problem-solving conversation and develop a plan for persons experiencing homelessness to get re-housed as quickly as possible.

HMIS Lead Agency

The Executive Committee also appoints an agency to serve as the CoC's HMIS Lead Agency. Details on this agency's role is in the HMIS Governance Charter, included within this document.

Executive Committee

The Executive Committee is the designated decision-making authority of the CoC. As such, the Executive Committee manages the affairs of the CoC and is responsible for ensuring, in concert with the Lead Agency, the CoC meets the standards set forth in 24 CFR Part 578. Each lead entity (public, private, and HMIS) serve and report to the Executive Committee.

Membership

The Executive Committee will have a total of no less than five (5) and no more than sixteen (16) voting members. Nominations to the Executive Committee historically originated from CoC general members. Going forward, to ensure wide representation of key roles within the CoC, as vacancies on the Executive Committee occur, the CoC Program Manager will call for nominations from the agency or entity that has the vacancy to ensure the following groups retain representation.

Representatives from the following groups will constitute voting members of the Executive Committee:

- Ada County
- Behavioral health services
- CoC- or ESG-funded provider network
- City government
- Collaborative applicant
- Domestic violence advocate
- Emergency shelter system
- Federal entitlement communities, including CDBG and ESG
- Housing authority
- Housing developer or owner
- Person(s) experiencing or formerly experiencing homelessness
- School district
- Veterans affairs
- Others deemed necessary or required by HUD

Additionally, the Executive Committee has a minimum of three (3) non-voting members, representing the following roles:

- CoC Program Manager
- Coordinated Entry Program Director
- HMIS Project Manager

Members serve without term limits and are able to continue to serve as long as their specified role within the agency or entity that they represent does not change.

Authority and Responsibilities

- Provide overall direction for CoC and establish priorities and goals
- Ensure the CoC complies with HUD requirements
- Designate the collaborative applicant

- Designate the HMIS Lead and the HMIS vendor
- Guide resource allocation and strategic planning efforts
- Review and approve system and project performance measures
- Establish and maintain a Coordinated Entry System
- Receive and review reports and recommendations from the other Standing Committees
- Review and approve a Governance Charter annually
- Review and approve the Consolidated Application and Priority Listing
- Review and approve the methodology for the annual Point-In-Time Count
- Convene regular meetings of the CoC general membership (at least one annually)
- Authorize standing committees, sub-committees, work groups, and ad hoc committees as necessary to implement the strategic plan
- Appoint standing committee membership
- Approve the CoC membership policy and the Code of Conflict and Conflict of Interest policies

Officers

The Executive Committee has a Chair and Vice-Chair. The chairs traditionally serve two-year terms with a two-consecutive term limit, unless the Executive Committee members votes to retain the Chair and Vice-Chair for additional terms. The positions of Chair and Vice-Chair will be elected by a two-thirds majority vote of the Executive Committee members.

Chair

- Presides over Executive Committee meetings
- Represents the CoC at various events and community meetings, including the Housing and Homelessness Roundtables
- Provides updates to the CoC general members at the annual or quarterly forums
- Works closely with the CoC Program Manager to coordinate CoC activities

Vice-Chair

- Assumes the Chair's duties if the Chair is otherwise unavailable or needs assistance
- Serves on the Score and Rank Committee

Meeting Schedule, Attendance, and Voting

The Executive Committee generally meets monthly (but no less than quarterly) on the second Monday of each month from 9:30-11:00am. The CoC Program Manager will publish a meeting agenda on the CoC's website no less than three (3) days prior to the meeting. Meeting minutes will be taken and distributed to members for their review and approved at the subsequent meeting. The CoC Program Manager will store the minutes electronically for a period of five (5) years.

Executive Committee members must notify the CoC Program Manager if they are unable to attend and participate in a regularly scheduled meeting. Members who miss more than three regular meetings in a calendar year and whose absences are unexcused will be eligible for removal from the committee.

A quorum represents one-half of the committee members plus one. Issues brought to a vote require a simple majority to pass. Voting may occur by phone and, in certain circumstances, through email, if necessary.

Planning and Development Committee

The Planning and Development Committee spearheads funding development and strategic planning efforts by quantifying and articulating homeless service needs, educating an expanding group of funders and the community at large on those needs, and subsequently offering and developing solutions to effectively prevent, reduce, and end homelessness. This committee meets monthly, and the meeting schedule and agenda is set by the Committee Chair.

Membership

Members are appointed by the Executive Committee, and officers are appointed by the committee membership. Members serve one-year terms, without term limits; however, members can be removed if they violate the Code of Conduct or Conflict of Interest or fail to actively participate in committee work, including attending scheduled meetings and completing assigned projects.

Responsibilities

- Oversee its sub-committee(s) and work group(s) and report progress to the Executive Committee
- Assist the CoC Program Manager with completion of the NOFA and continuous quality improvement plans
- Create CoC messaging, including relevant marketing plans and print material
- Develop and prepare for review the CoC membership policy and Code of Conduct and Conflict of Interest Policies
- Develop a CoC outreach, education, and training schedule, including establishing an Evidence-Based Learning Community
- Pursue and develop new funding opportunities, including engaging an expanded group of funders
- Assist CoC Program Manager with annual gaps analysis and cost to end homelessness
- Recommend strategies to the Executive Committee to end family homelessness, veteran homelessness, chronic homelessness and youth homelessness

Data and Performance Committee

The Data and Performance Committee guides HMIS policy decisions, evaluates relevant data, creates and maintains reporting mechanisms, and monitors system performance. This committee meets monthly, and the meeting schedule and agenda is set by the Committee Chair. The Data and Performance Committee has one sub-committee for HMIS users.

Membership

Members are appointed by the Executive Committee, and officers are appointed by the committee membership. Members serve one-year terms, without term limits; however, members can be removed if they violate the Code of Conduct or Conflict of Interest or fail to actively participate in committee work, including attending scheduled meetings and completing assigned projects.

Responsibilities

- Oversee its sub-committee(s) and work group(s) and report to the Executive Committee
- Plan the annual Point in Time and Housing Inventory Counts

- Review, develop, and recommend changes to the HMIS requirements and policies, including the privacy, security, and data quality plans
- Develop an HMIS user fee schedule and review requests for user licenses
- Review data requests from the CoC and community
- Develop the review and ranking tool
- Develop system and project performance measures
- Inventory system resources

HMIS User Sub-Committee

The HMIS User Sub-Committee primarily supports the Data Advisory Committee to increase the utility and understanding of HMIS within the CoC and community at-large. The User Group is a cross-section of users and agency leadership that use hands-on experience to speak to and influence how HMIS can be improved to assist the community, agencies, and clients served in making data-informed decisions. Any licensed HMIS user may join this sub-committee. Meetings are generally held monthly.

Score and Rank Committee

The Scoring and Ranking Committee convenes at least semi-annually to review CoC project applications.

Membership

Members are appointed annually by the Executive Committee, and the vice-chair of the Executive Committee chairs this committee. Members serve one-year terms, without term limits; however, members can be removed if they violate the Code of Conduct or Conflict of Interest or fail to actively participate in committee work, including attending scheduled meetings and completing assigned projects.

Responsibilities

- Review and score project applications for McKinney-Vento funds
- Reconcile scores and rank applications
- Submit recommendations to the Executive Committee

Coordinated Entry Oversight and Evaluation Committee

The Coordinated Entry Oversight and Evaluation Committee monitors the implementation and evaluation of the CoC's Coordinated Entry System. The meeting schedule is set by the Our Path Home Program Director, but generally the committee meets on the first Tuesday of each month from 1:30-3:00.

Membership

Members are appointed by the Executive Committee, and officers are appointed by the committee membership. Members serve one-year terms, without term limits; however, members can be removed if they violate the Code of Conduct or Conflict of Interest or fail to actively participate in committee work, including attending scheduled meetings and completing assigned projects.

Responsibilities

The responsibilities of this committee are further delineated in the CoC's Coordinated Entry System's policies and procedures. However, the committee's broad responsibilities include:

- Oversee its sub-committee(s) and work group(s) and report to the Executive Committee
- Oversee, implement, and evaluate the Coordinated Entry System
- Make recommendations to the Executive Committee for Coordinated Entry System improvement
- Issue Coordinated Entry System progress reports
- Increase landlord retention by developing and proposing strategies to engage property developers, owners, and managers
- Consider the impact on certain sub-populations that may have specific needs
- Conduct, at least annually, focus groups or surveys with persons experiencing homelessness

General Members

The CoC convenes the general members at least annually but as often as quarterly. The CoC Program Manager or Executive Committee chair or vice-chair facilitate these meetings. These meetings most often serve as a forum for provider and public input and as a formal training and resource exchange opportunity.

Membership

Recipients and sub-recipients that receive CoC or ESG funds are member organizations. Additionally, any other organization/agency, individual or stakeholder interested in the CoC's mission, vision, and goals, and who registers with the CoC Program Manager and attends the annual meeting is considered a general member of the CoC. Non-CoC or -ESG funded members can register with the CoC Program Manager by submitting their name and contact information via email. Because of the breadth of the CoC's general membership, the governance of the CoC and decision-making authority to implement CoC-sanctioned strategies to end homelessness have been granted to the Executive Committee.

Responsibilities for Members in Good Standing

- Attend annual and/or quarterly forums
- Participate in the annual Point-In-Time Count
- Participate in high-level planning for the CoC and provide feedback to the Executive Committee regarding the overall direction of the CoC and strategic plans
- Participate in CoC-sponsored trainings
- Adhere to the CoC Code of Conduct and Conflict of Interest statements contained herein, as applicable
- Increase public awareness about homelessness and advocate for persons experiencing homelessness

Advisory Work Groups

The CoC also, at times, has various advisory work groups that either directly support the standing committees or otherwise support the CoC's interests and goals.

These groups are formed on an ad hoc, as needed basis by the Executive Committee or the standing committees and most often convene to support the work of the associated standing committee under which the work group is formed. The Executive Committee or the standing committees may organize a work group to meet the specific needs and priorities of specific populations, to accomplish certain tasks,

campaigns, or events, or to support the special interests of the CoC. Examples of population and task specific work groups that have formed in the past or are currently active are the Coordinated Entry Working Group and the Youth Homelessness Working Group.

The lead public agency staffs work group meetings as time and resources allow or at the direction of the Executive Committee. Meeting schedules vary.

Housing and Homelessness Roundtables

Since 2015, roundtables have convened on a quarterly basis to address housing and homelessness issues in Ada County. These roundtables are an affiliate group of the CoC and are co-sponsored by the CoC, the City of Boise, Ada County, the Boise City-Ada County Housing Authority, and the Department of Health and Welfare. These roundtables serve as not only a think tank for the community to address homelessness and related housing issues, but also as a body that spearheads, builds upon, and strengthens the CoC's priorities to reduce, prevent, and end homelessness. In 2019, the CoC is exploring the strategic direction of the roundtable to continue to allow this platform to lead out on the most pressing housing and resource issues.

Code of Conduct

Particularly given the scope and importance of the responsibilities entrusted to the CoC, members will demonstrate the highest standards of personal integrity, diligence, and honesty and will represent and serve the CoC in a professional and ethical manner. The CoC's Code of Conduct policy is further outlined in the Code of Conduct and Conflict of Interest forms.

Conflict of Interest

Executive Committee and Standing Committee members must abide by the following rules to avoid conflicts of interest and promote public confidence in the integrity of the CoC to conduct official business on behalf of the community to solve homelessness. Failure to adhere to these rules is grounds for removal of CoC duties and membership:

- Executive and other Standing Committee members may not participate in or influence discussions or decisions concerning the award of a grant or other financial benefit to:
 - Any organization that they or an immediate member of their family represents or has represented in the previous year; or
 - Any organization from which they or a member of their immediate family derives, or has derived, income or anything of value in the previous year.
- Whenever Executive and other Standing Committee members or any of their immediate family members have a financial or personal interest in a matter coming before the Executive or other Standing Committees, they must:
 - Fully disclose the nature of the interest; and
 - Recuse themselves from discussing, lobbying, or voting on the matter.
- Executive and other Standing Committee members must disclose any actual or appearance of conflict of interest included in the meeting agenda before discussion of the agenda item begins.

- The committee member may participate in the discussion or vote if, following the disclosure of the conflict of interest, a majority of the committee members determine and record by vote that such conflict of interest is insignificant or trivial.
 - Meeting minutes must reflect the disclosure and subsequent abstention or determination of insignificance.
- Executive and other Standing Committee members must annually sign a conflict of interest form.