

2016

# South Central Illinois Continuum of Care

Governance Charter



## PURPOSE and MISSION OF THE CoC

South Central Illinois Continuum of Care (SCICOC) coordinates the region's policies, strategies and activities toward ending homelessness in the eighteen county area encompassing Clark, Coles, Crawford, Cumberland, Douglas, Edgar, Jasper (Eastern Region), Moultrie, Shelby, Christian, Montgomery, Fayette, Effingham, Clay (Central Region) and Macoupin, Greene, Calhoun and Jersey (Western Region). Its mission is to create a system of care that will end homelessness in our communities by making homelessness rare, brief and non-recurring for all of our neighbors. The SCICOC work includes gathering and analyzing information to determine local needs of people experiencing homelessness, implementing strategic responses, educating the community about homelessness, providing advice and input on the operation of homeless services and measuring the CoC performance.

## RESPONSIBILITIES

The SCICOC is comprised of community agencies/representatives, a governing CoC Board, a Collaborative Application Lead Agency and an Homelessness Management Information System (HMIS) Lead Agency.

The CoC will hold meetings of the full CoC membership at least semiannually. The SCICOC Board will announce the date, time and location of these meetings at least one month in advance to encourage broad participation. Given the great geographic distances that the SCICOC covers, arrangements will be made to ensure participation by those who cannot travel to the meeting location through the use of appropriate electronic means. The SCICOC may conduct membership meetings more often for the purposes of activity planning, ongoing communication, staff training, etc.

The CoC will review, update as needed and approve this Governance Charter at least annually. Amendment of the Charter requires a majority vote of those present at the CoC at a regularly scheduled meeting of the CoC, provided that notice of the meeting and vote was provided at least one month prior to the CoC meeting.

The responsibilities of the SCICOC include the following activities:

### Operating the Continuum of Care

- Develop, follow and update annually this Governance Charter, which will include procedures and policies needed to comply with HUD requirements and with HMIS requirements including a code of conduct and recusal process for the SCICOC Board, its officers and any person acting on behalf of the SCICOC Board. This charter can be updated anytime, but will be reviewed annually at a minimum. Amendment of the Charter requires a majority vote of those present at a CoC regularly scheduled

meeting, provided that notice of the meeting and vote was provided at least one month prior to the CoC meeting.

- Provide oversight to a centralized or coordinated assessment system in consultation with ESG fund recipients. This system will provide an initial assessment of the needs of individuals and families for housing and services.
- Establish and consistently follow written standards for providing CoC assistance in consultation with ESG fund recipients.
- Consult with recipients and sub recipients to establish performance targets appropriate for the population and program type and in keeping with performance goals set by HUD.
- Monitor performance of CoC and ESG recipients and sub recipients as outlined by existing policies.
- Evaluate the outcomes of projects funded under ESG and CoC programs as outlined by existing policies.
- Take action against ESG and CoC projects that perform poorly.
- Report outcomes of ESG and CoC projects annually to HUD.

### CoC Planning

- Work closely with all providers in the CoC to implement a housing and service system that includes outreach, engagement, assessment, shelter, housing, supportive services and homelessness prevention strategies.
- Plan for and conduct an annual point-in-time count (PIT) of persons experiencing homelessness across our full CoC that meets HUD requirements including a housing inventory of shelters, transitional housing, and permanent housing reserved for persons experiencing homelessness in general, and chronically homeless persons and Veterans specifically, as HUD requires.
- Conduct an annual gaps analysis of the needs of people experiencing homelessness as compared to available housing and services with the CoC region.
- Coordinate with the area's Consolidated Plan.
- Consult with ESG recipients and those allocating the ESG funds and report on and evaluate the ESG recipient and sub recipient performance.

### Designating and Operating an HMIS Lead Agency

The SCICOC has designated Embarras River Basin Agency (ERBA) as the HMIS Lead Agency and the only entity eligible to apply for HUD HMIS funding for the CoC. The HMIS Lead Agency has the following responsibilities:

- Annually update and implement an HMIS Governance Charter.
- Review, revise and approve an annual CoC HMIS data privacy plan, data security plan and data quality plan.

- Ensure that the HMIS is administered in compliance with HUD requirements.
- Provide support and make all efforts to ensure consistent and accurate HMIS participation by all CoC and ESG recipients and sub recipients.

### Designating and Operating a Collaborative Applicant for Funding

- The SCICOC has designated Embarras River Basin Agency (ERBA) as the collaborative applicant to coordinate and submit the required application information from all recipients and sub recipients for HUD CoC funding. As the Collaborative Applicant, ERBA has the following responsibilities:
  - Produce planning materials
  - Assist board and committees in carrying out their duties
  - Coordinate needs/gaps analysis
  - Collect and report performance data
  - Monitor program performance
  - Facilitate collaboration
  - Facilitate the collaborative application for CoC funds

## CoC MEMBERSHIP

SCICOC membership is open to any community-based organization, government agency or current or formerly homeless person willing to actively participate in a comprehensive and long term collaborative planning and outcome-based process focused on issues of the needs of individuals and families experiencing homelessness or at risk of homelessness in our communities.

All CoC members and board members will be responsible for recruitment efforts to engage new CoC members. Recruitment efforts will be documented by the Membership and Marketing Committee. The SCICOC will identify and address membership gaps in essential sectors from key providers and other vital stakeholders. The CoC, or its designee, will recruit members to ensure that it meets all membership requirements set forth in this Governance Charter, including representation of specific populations and organizations. Specifically, outreach will be conducted to obtain membership from the following groups as they exist within the SCICOC geographic areas and are available to participate in the CoC:

- |   |                               |
|---|-------------------------------|
| • Community Action Agencies                   | • Sheriff's/Police Department |
| • nonprofit homelessness assistance providers | • Landlords                   |
| • Department of Human Services                | • public housing authority    |
|   | • mental health               |

- Veterans service organizations
- Workforce agencies
- Local government officials
- Hospital personnel
- Faith based organizations
- School districts
- Universities
- Affordable housing developers
- Domestic Violence providers
- Homeless liaisons
- Formerly homeless persons
- Other relevant organizations which may include substance abuse providers, funders, foster care and youth providers.

**RELATIONSHIP BETWEEN SCICOC BOARD AND THE FULL CoC MEMBERSHIP**

SCICOC Board meetings will be open to the full membership and the public and the CoC board will post minutes on appropriate venues to encourage awareness of all members of the CoC. Between CoC meetings the CoC Board Executive Officers will keep the full membership involved by ensuring that CoC members participate in workgroups/committees and task forces and by sharing information (including minutes of meetings, resources for homeless service providers, data about homelessness in the region and funding opportunities) via email lists or other electronic means.

**SCICOC MEMBER RESPONSIBILITIES**

It is the responsibility of all SCICOC members to assist the CoC in carrying out all of its duties by participating in meetings, collaborating with each other, engaging in discussions about homelessness in their local communities and participating in SCICOC committees and task forces.

**MEMBERSHIP OF THE CoC BOARD**

The SCICOC Board is the lead decision making body of the SCICOC comprised of between 11 and 17 member representatives. The following agencies and community representatives have been selected to form a robust group of mainstream service providers whose agencies impact and are impacted by homelessness, those with access to critical resources and those who bring homelessness and housing expertise. This Board make up will provide the CoC with the guidance and influence needed to effectively implement policies, strategies and activities toward ending homelessness.

- Community based organizations that are funded by SCICOC: no more than 40% of the total membership
- Workforce Development Agency: 1 member
- Veterans: 1 member
- Homeless or formerly homeless: at least 1 member
- Public Housing Authority: 1 member
- CoC non-funded agency representative: at least 1 member
- Educational programs targeting homeless youth: 1 member
- Mental Health and/or Substance Use Disorder system: 1 or 2 members.
- Other stakeholders who would be beneficial to have on the board include:
  - Faith Community Representative
  - Private funder representative
  - Two at-large representatives from public/government/academic organizations (eg. Universities, Veterans Service Organizations, local government)

#### **Term of CoC Board Membership**

Board members will serve a three (3) year term and may be re-nominated for additional terms upon written request by the member. Approval will be granted at the discretion of the Board of Directors.

#### **Leadership of the CoC Board**

The SCICOC Board shall have a President, Vice President and Secretary who will be selected annually by a majority vote at the annual meeting of the Board in October and shall serve one-year terms. These officers serve as the CoC Executive Committee (EC) along with 2 Board Members representing non-funded agencies. Any vacancies that occur may be filled at any meeting of the Board of Directors and will serve the remaining period of the position which is being filled. The EC will strive to have representation from all three geographic areas within the COC.

#### **Leadership Responsibilities**

The President's duties will include:

1. Serve as leader of the SCICOC;
2. Engage in activities relevant and appropriate to the purpose, charge and powers
3. Preside over meetings of the SCICOC;
4. Assist in establishing an agenda for all meetings;

Vice President's duties will include:

1. Act as President, having all privileges and powers in absence of, or inability of, the President;

Secretary's duties will include:

1. Keep records of SCICOC Board meetings including minutes and attendance.
2. Make minutes of each meeting available to all members at least two (2) weeks prior to each SCICOC meeting.
3. Ensure dissemination of meeting minutes to each member of the CoC Board to be approved at the next meeting
4. Keep attendance of the SCICOC meetings and record of status of voting members.

### **Board Meetings and Member Responsibilities**

The SCICOC Board members will meet a minimum of four (4) times annually at a time and place agreed to by the membership. All Continuum Board meetings will be open to the public. Meetings may be held by conference call or in person. Members will notify the chair of their expected absence in advance of scheduled meetings.

Members who fail to attend two (2) or more meetings during the course of a year, or who are deemed to be not meeting their responsibilities to the CoC, may be asked to step down. If a Board member wishes to resign, the Board member shall submit a letter of resignation to the President at least two weeks before the resignation date. The CoC Executive Committee will be responsible for finding a replacement for a person who is asked to step down or who resigns to fill the rest of the empty seat. If the vacancy is created within an agency who appoints their own member, that agency will be asked to provide a replacement.

Board members responsibilities include:

- Attend regular meetings and contribute to informed dialogue on actions the group undertakes
- Elect the Board of Directors
- Elect the officers from the Board of Directors
- Serve on at least one committee of the SCICOC
- Provide overall direction and leadership of the CoC process
- Provide strategic planning, goal-setting and decision making on behalf of the CoC
- Establish, monitor and evaluate system and program outcomes for evaluation purposes
- Establish priorities for and making decisions about the allocation of CoC resources

- Receive reports and recommendations from sub-committees and task groups
- Provide official communication from the CoC including advocacy, and public education events.

### CoC Board Selection

The Board selection process will occur at the October meeting of the SCICOC. The selection process is as follows:

- a) Representatives of public housing authority, mental health and/or substance use disorder systems, and representatives of local government or public entities such as police/sheriff departments will be asked to assign a representative to the board.
- b) Homeless/previously homeless individuals, CoC non-funded agencies, local businesses, homeless and housing services providers (included funded agencies), representatives of the faith community, private funder representatives, and other at-large organizations are nominated by the CoC and/or the Board and selected by the CoC Board. The nomination process will be:
  - any individual or organization interested in serving on the CoC Board shall be nominated either by self-nomination or through nomination by another person;
  - nominations may be submitted up to the day of the CoC meeting;
  - the CoC Board shall select board members from each category by vote of the appointed CoC Board members.

### Decision Making

A quorum exists when at least 50% of the CoC Board members are present. A majority vote of members present at a meeting which has a quorum present is enough to constitute an act of the CoC Board. A quorum and votes may be reached by telephonic/electronic communication.

### Voting Privileges

Proxy voting or electronic voting will be allowed if it fosters greater involvement across the geographic area of the entire CoC.



### Conflict of Interest

No member shall vote on or participate in the discussion of any matters that directly affect the financial interests of that member, his/her immediate family, his/her employer, or an agency or group for which s/he serves as trustee. Members may not vote on or participate in the discussion of any funding or reallocation of funding to the organization in which they or a family member are employed or have a financial interest.

It is the responsibility of each individual to disclose any conflict of interest before a discussion and vote occurs. Disclosure should occur at the earliest possible time. Individuals with a conflict of interest should abstain from voting on any issues in which they may have a conflict. An individual with a conflict who is the CoC Board co-chair shall yield that position during discussion and abstain from voting on the item.

All Board members will be asked to sign an annual agreement with the Conflict of Interest Policy Statement at the first meeting of each year.

## **COC COMMITTEES AND WORK GROUPS**

The SCICOC shall appoint committees, subcommittees or workgroups to fulfill the work of the CoC. Much of the CoC's work is conducted at committee and workgroup meetings. Standing committees may include: CoC Board Executive Committee, Rating and Ranking Committee, Data Leadership and Performance Measure Committee (formerly HMIS committee), Planning and Assessment Committee and the Membership and Marketing Committee.

The CoC Board will appoint committee and sub-committee chairs. Representatives of the CoC Board will be represented in each committee. Other committee members will include relevant CoC members and other interested stakeholders or experts. Each committee will have a clear purpose, goals, anticipated outcomes and overall timelines for addressing issues or problems that it was appointed to address. All committee meetings will be open to the public and will be held as necessary to accomplish their tasks. Committees and workgroups will present their progress to the CoC Board at each appropriate Board meeting and will make reports at the CoC meetings as scheduled.

The SCICOC may also create ad-hoc committees from time to time to develop recommended solutions to a specific issue for which they are created.

1. The **Executive Committee** responsibilities include:
  - a. Conduct the CoC business between meetings;
  - b. Vote on actions to bring to members at general meetings for approval;
  - c. Prepare a yearly calendar for regular meeting dates; and
  - d. In consultation with the collaborative applicant and the HMIS Lead Agency will develop, follow and annually recommend needed changes to the Governance Charter. All changes to the governance charter will be submitted to the full CoC for a vote at a regularly scheduled meeting in October.
  
2. The **Membership and Marketing Committee** will be comprised of at least three (3) members. Responsibilities include:
  - a. Ensure that event notices and information pertinent to members is distributed appropriately
  - b. Promote general CoC membership from all regions of the CoC;
  - c. Provide a quarterly report of activities as well as attendance reports of all CoC meetings to CoC Board meetings;
  - d. Actively encourage participation by the membership at large;
  - e. Track member participation;
  
3. The **Planning and Assessment Committee** will be comprised of at least 3 members. Responsibilities include:
  - a. Ensure that an annual needs assessment process is conducted;
  - b. Provide quarterly reports of activities to CoC board;
  - c. Ensure that the annual Housing Inventory Chart and other HUD data collection and reporting requirements are met.
  - d. Ensure that an annual Point-In-Time (PIT) survey is conducted pursuant to the HUD data collection notice.
  
4. The **Data Leadership and Performance Measure Committee** will be comprised of at least three (3) members. Responsibilities include:
  - a. Implement the Homeless Management and Information System (HMIS) to collect and report all data to HUD.
  - b. Provide data quality review leadership to all HMIS agencies
  - c. Provide leadership to the work of using data to make decisions about resource use within the CoC.