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# Homeless Leadership Coalition

## Central Oregon Continuum of Care

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CoC Governance  
Charter - Revise 05.2017

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## **1. ORGANIZATION**

The name of this unincorporated association is the Central Oregon Homeless Leadership Council, hereafter referred to as HLC.

## **2. GEOGRAPHIC AREA**

The HLC carries out its activities in Crook, Deschutes, and Jefferson counties.

## **3. PURPOSE**

The purposes of the HLC are to:

- a. Promote community-wide commitment to employ best practices to end homelessness in Central Oregon.
- b. Secure funding for efforts by providers and government entities to prevent homelessness and quickly re-house homeless individuals and families in Central Oregon, while minimizing the trauma and dislocation that homelessness causes to individuals, families, and communities;
- c. Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- d. Optimize self-sufficiency among individuals and families who experience homelessness.

## **4. RESPONSIBILITIES**

The HLC is responsible for fulfilling four major duties, as follows:

### **4.1 Operation of the Central Oregon Continuum of Care (OR-503)**

- Hold meetings of the full membership at least semi-annually;
- Issue a public invitation annually for new members to join within the geographic area;
- Adopt and follow a written process to select a CoC Lead Agency (collaborative applicant), HMIS Lead Agency, and Chairperson and review, update, and approve the process at least once every 5 years;
- Appoint additional committees, subcommittees, or workgroups as needed;
- Adopt, follow, and update annually the governance charter in consultation with the collaborative applicant and the HMIS lead;
- For CoC and ESG grants, establish performance targets appropriate for population and program type in consultation with recipients and sub-recipients, then monitor

recipient and sub-recipient performance, evaluate outcomes, take actions against poor performers, and report to HUD; and

- Establish and operate a centralized or coordinated entry system in consultation with recipients of ESG funds.

#### **4.2 Designation and Operation of a Homeless Management Information System (HMIS)**

- Designate a single HMIS for the HLC's geographic area and designate an eligible applicant to manage HLC's HMIS;
- Review, revise, and approve HMIS Governance Agreement and HMIS privacy, security, and data quality plans;
- Ensure consistent participation of recipients/sub-recipients in HMIS; and
- Ensure that the HMIS is administered in compliance with HUD requirements.

#### **4.3 Continuum of Care Planning**

- Coordinate implementation of a housing and service system for the homeless;
- Conduct, at least annually a Point-In-Time count, that meets HUD requirements, of sheltered and unsheltered homeless persons;
- Conduct an annual gaps analysis of homelessness needs and services;
- Provide information required to complete the regions' various Consolidated Plans
- Consult with local ESG recipients in the geographic area on the plan for allocating ESG funds and reporting/evaluating performance of ESG programs.

#### **4.4 Preparation of CoC Application for Funds**

- Design, operate, and follow a collaborative process for the development of applications and approve submission of applications in response to a CoC Program Notice of Funding Availability (NOFA);
- Establish priorities for funding projects;
- Designate the collaborative applicant to prepare and submit the application;
- The collaborative applicant must collect and combine the required application information from all projects within the geographic area and will apply for funding for CoC planning activities.

### **5. COC MEMBERSHIP**

## 5.1 Open Membership and New Members

Membership in the HLC is open to all stakeholders in Central Oregon, including nonprofit homeless assistance 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 veterans and homeless or formerly homeless individuals.

Annually, the HLC will issue a public invitation for any interested person within Central Oregon to become a member of the CoC. The invitation will be sent to relevant organizations in the region and published via website, email ListServe, or newspaper with wide circulation in Central Oregon.

## 5.2 Responsibilities of Members

Most of the responsibilities of the CoC will be carried out by the Lead Agency (with input from members and under the direction of HLC's Board), with the following exceptions:

- Members will vote directly to approve the governance framework set forth in this Governance Charter and any subsequent changes or additions to the Governance Charter; and
- Every five years following initial approval of this Governance Charter, members will review, update, and approve changes to the Governance Charter.
- **REVISE Per New Structure, Board Roles and Responsibilities - Fall 2017**

## 5.3 Membership Meetings

The full membership of the HLC will meet **monthly on the first Friday of each month from January through November. No meeting will be held in December (REVISE PER New Structure and Meeting Schedules - Fall 2017).** Meetings will include reports on the CoC's activities, funding, and the CoC's progress toward meeting goals. Member agencies also will present performance reports. HLC will notify all CoC members of the date and location of membership meetings.

## 5.4 Notice of Meetings

Notice of the place, date and time of each meeting will be sent to members by email or other reasonable means of communication at least three business days before the

meeting date. Special meetings may be called by HLC's Board with five days' notice.

### **5.5 Quorum and Voting**

The members present at any properly announced meeting of the HLC will constitute a quorum. Issues presented to CoC members for a vote will be decided by simple majority of the votes cast. Only members of the CoC are eligible to vote, and only one vote may be cast from each representing agency. (REVISE- CLARIFY GOVERNING BOARD MEMBERS V. GENERAL MEMBERSHIP - Fall 2017)

## **6. CONFLICT OF INTEREST**

HLC members must abide by the following rules in order to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes.

### **6.1 Disclosure**

At the beginning of every meeting, members must disclose if they have any conflicts of interest or potential conflicts of interest regarding any business included in the meeting's agenda.

### **6.2 Abstention from Decision Making**

Any matter in which members have an actual or potential conflict of interest will be decided by only a vote of disinterested individuals.