
Homeless

Leadership

Coalition

Central

Oregon

Continuum
of Care

CoC Governance Charter

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1. ORGANIZATION

The name of this unincorporated association is the Central Oregon Homeless Leadership Coalition (hereafter referred to as HLC or the CoC).

2. GOVERNING DOCUMENTS

The HLC CoC Governance Charter shall contain and govern the structure and governance of the HLC. The Governance Charter is supported and supplemented by the HLC Policies and Procedures.

3. GEOGRAPHIC AREA

The HLC carries out its activities in Crook, Deschutes, and Jefferson counties and in the cities of Redmond and Bend in the state of Oregon.

4. 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.

5. RESPONSIBILITIES

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

5.1 Operation of the Central Oregon Continuum of Care (OR-503)

- Hold meetings of the full membership, with published agendas, 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.
- Establish and consistently follow written standards for providing Continuum of Care assistance.

5.2 Designation and Operation of a Homeless Management Information System (HMIS)

- Designate a single HMIS for 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.

5.3 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.

5.4 VAWA Emergency Transfer Plan

- Develop an emergency transfer plan that complies with the requirements of VAWA.

5.5 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;
- Review and approve the CoC application for funds.

6. CoC GENERAL MEMBERSHIP

6.1 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, in October, 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, and/or newspaper with wide circulation in Central Oregon.

6.2 Becoming a General Member

At any time during the year, members of the community who work or live in Deschutes, Crook or Jefferson County are able to become General Members. General Membership is available to all those who work, for pay or otherwise, to provide, facilitate or support homeless services. General Members are added to the email distribution list. Individuals interested in becoming General Members can sign up through the HLC website: www.cohomeless.org.

6.3 Membership Meetings

The full membership of the HLC will meet monthly on the first Friday of each month, unless advance notice is provided otherwise. Meetings are open to the general public.

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.

6.4 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.

6.5 Meeting Minutes

Meeting minutes will be taken at each meeting. Minutes will be recorded by the Secretary and posted to the HLC website (cohomeless.org).

7. CoC BOARD OF VOTING MEMBERSHIP

7.1 Selection of Voting Members

The Voting Membership (herein after the “CoC Board”) shall be comprised of no fewer than 11 and not more than 15 individuals representing each of the following categories:

1) Permanent Housing; 2) Shelter; 3) Education; 4) Employment; 5) Youth; 6) Emergency Services (including food, utility and rent assistance); 7) Legal; 8) Veterans; 9) Health; 10) Behavioral Health; 11) Transportation; 12) Faith-Based; 13) Business; 14) Seniors/Elderly; 15) Persons Experiencing or Formerly Experienced Homelessness.

The CoC Board will be elected each calendar year in October. All CoC Board candidates will fill out the CoC Board Application at least one week prior to the date designated for the election.

The CoC Board will be elected by the prior year’s CoC Board.

In electing new members, the CoC Board will take the community served by the applicant into account. CoC Board Members will make all attempts to ensure that the CoC Board represents the entire geographic area served by the HLC.

7.2 Responsibilities of the CoC Board

The responsibilities of the CoC Board are enumerated in Section 5 of this document.

The CoC Board Members are strongly encouraged, but not required, to participate in at least one of the committees detailed in Section 9 of this document.

7.3 Notice of Meetings

Notice of the place, date and time of each meeting of the CoC Board will be sent to CoC Board by email or other reasonable means of communication at least three business days before the meeting date. Special meetings may be called by the CoC Board with five days’ notice. Notice of the meeting, time and place shall be provided by email.

7.4 Quorum and Voting

Fifty one percent (51%) of the CoC Board shall constitute a quorum.

At any meeting of the CoC Board at which a quorum is present, a two-thirds (2/3) majority of the CoC Board shall be determinative.

7.5 Terms

The CoC Board membership will serve two-year terms, with no more than four consecutive terms permitted (eight years total).

7.6 Attendance and Proxy Votes

CoC Board members must participate in all regularly scheduled CoC Board meetings. CoC Board members may be excused from regularly scheduled CoC Board meetings for good cause as described below.

Participation in regularly scheduled CoC Board meetings includes in person, telephonic or video participation.

A proxy may be arranged for a CoC Board Member no later than one week prior to the regularly scheduled CoC Board meeting with approval of the Executive Committee.

Any CoC Board member who will be absent from any CoC Board meeting shall promptly provide the Executive Committee the reason for such absence. Unless excused for good cause by the CoC Board present, failure to meet the attendance requirements may be grounds for removal from the CoC Board.

7.7 Removal of CoC Board Members

A CoC Board Member may be removed by a two-thirds (2/3) vote of the CoC Board.

7.8 Electronic Voting

Votes may take place in emergency circumstances by email upon written recommendation of the Executive Committee.

Votes shall be counted for 48 hours following a motion made by email. At the end of 48 hours, quorum will be met if two-thirds (2/3) of CoC Board Members have cast a vote.

Two-thirds (2/3) of the votes cast shall be determinative.

7.9 Vacancies During Term

If a vacancy occurs on the CoC Board, the CoC Board Membership shall hold a special election within six weeks to fill the vacancy.

7.10 Compensation

The CoC Board shall not receive a salary or other compensation for services rendered, nor will it cost to participate on the CoC Board.

7.11 Open Meetings

All meetings of the CoC Board are open to the public.

7.12 Meeting Minutes

Meeting minutes will be taken at each meeting. Minutes will be recorded by the Secretary and sent via email to all CoC Board Members. Minutes will be available to the public upon request.

7.12 Conflict of Interest

CoC Board Members may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

8. CoC BOARD EXECUTIVE COMMITTEE

8.1 Executive Committee Structure

There shall be an Executive Committee responsible for oversight of the HLC's progress toward achieving the mission of the HLC. The Executive Committee shall be drawn from the CoC Board and will include one chairperson, one vice-chairperson and a secretary.

8.2 Electing Executive Committee

A member of the executive committee will be elected by the CoC Board at the regularly

scheduled meeting when a prior executive committee member's term has expired. All term expirations will be announced one month prior. All executive committee candidates will fill out an application no later than one week prior to the election. The application will be provided to the CoC Board at least three (3) days prior to the election.

8.3 Removal of Executive Committee Member

A member of the Executive Committee may be removed by a two-thirds (2/3) vote of the CoC Board.

8.4 Vacancy

If a vacancy occurs in the Executive Committee, the CoC Board shall hold a special election to fill the vacancy within six (6) weeks.

Any general member or CoC Board may nominate a CoC Board Member for a vacant Executive Committee position. The nomination must be seconded by one additional CoC Board Member.

8.5 Compensation

The Executive Committee shall not receive a salary or other compensation for services rendered, nor shall it cost to participate on the Executive Committee.

8.6 Duties of Chairperson

The chairperson shall enforce the Governance Charter, speak for the HLC, preside at the CoC Board meeting and facilitate any meeting of the Board with an agenda.

The chairperson is responsible for soliciting agenda items for the CoC Board meeting; setting the agenda and providing a written agenda for each meeting.

8.7 Duties of Vice-Chairperson

The vice-chairperson shall preside at the General Membership meeting. The vice-chairperson is responsible for soliciting agenda items for the General Membership meeting; setting the agenda and providing a written agenda for each meeting. The vice-chairperson is responsible for any tasks delegated by the chairperson.

8.8 Duties of Secretary

The Secretary shall maintain a record of the HLC agendas, votes and attendance. The Secretary shall keep minutes of the General Membership and CoC Board meeting.

9. COMMITTEES

9.1 Committees and Participation

The CoC Board will oversee the following committees. Detailed descriptions and requirements are contained in the CoC Policies and Procedures Manual.

The CoC Board can adopt new committees and disband existing committees through quorum and voting as detailed in Section 7.4 of this document.

CoC Board members, CoC general members and members of the community may participate as committee members.

9.2 HMIS Committee

The primary role of this committee is to work with the HMIS Lead Agency and ensure compliance with federal requirements. This committee collaborates with the Lead Agency on all policies, procedures, and data quality plans required by federal regulation. Annually, this committee reviews HMIS performance and functionality and makes recommendations as needed to improve HMIS participation, HMIS structure and HMIS data quality based on HUD's HMIS Data Standards and local needs to include HUD-funded and non-HUD funded agencies.

CoC Board Members will have final authority for the HMIS structure as well as policies and procedures.

9.3 Point in Time Committee.

The Point-in-Time Count Workgroup will oversee the work of the annual unsheltered point-in-time count and quarterly sheltered point-in-time counts. The committee is made up of a PIT lead and a member of each agency. The PIT Committee and the HMIS Support Committee will coordinate to assure HUD regulations for the count are adhered to and adequate support is available locally.

9.4 Coordinated Entry Committee

The Coordinated Entry Workgroup will perform outreach and educate local agencies about coordinated assessment. This workgroup also will develop and implement an assessment tool. In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, the CoC will establish and operate a coordinated entry system that will

provide initial, comprehensive assessment of needs and can be easily accessed.

The CoC's specific coordinated entry system will document the plan for addressing the needs of individuals or families who are fleeing domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers.

The system will document a plan to coordinate the implementation of a housing and service system within the CoC's geographic area to meet the needs of homeless individuals (including unaccompanied youth) and families.

The system will encompass outreach, engagement and assessment and housing supports.

9.5 CoC Grants Committee

The CoC Grants Committee will support the HUD NOFA process, provide monitoring and oversight, and drive training and technical assistance needs for CoC grantees. The committee will consist of representatives of member agencies who work closely within the Continuum of Care process. Committee members will abide by the Board Member Conflict of Interest Policy as detailed in Section 7.13 of this document.

9.6 Advocacy Committee

The Advocacy Committee will assist in mobilizing the HLC as a powerful voice on preventing and ending homelessness.

9.7 Shelter Committee

The Shelter Committee brings together Emergency Cold Weather and Year Round shelter staff and volunteers and provides an on-going opportunity to network, share resources and policies, and coordinate services across the region. The Committee will compile statistics on use and look for gaps in service.

10. CODE OF CONDUCT

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.

10.1 Conflict of Interest 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.

10.2 Conflict of Interest 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. No CoC Board Member will cast a vote, nor take part in the final deliberation in any matter in which he or she, members of his or her immediate family or any organization to which such director has allegiance, has a personal interest that may be seen as competing with the interest of the CoC. Any CoC Board Member who believes he or she may have such a conflict of interest will so notify the CoC Board prior to deliberation on the matter in question, and the CoC Board will make the final determination as to whether any director has a conflict of interest in any matter. The minutes of the CoC Board meeting will reflect disclosure of any conflict of interest and the recusal of the interested CoC Board Member.

11. LEAD AGENCY

11.1 Designation of Lead Agency

The Voting Membership will designate a Lead Agency annually in January.

11.2 MOU

The HLC will execute a Memorandum of Understanding with the Lead Agency.

11.3 Duties of Lead Agency

Duties of the Lead Agency include, but are not limited to:

Serve as fiscal agent for HUD CoC funds received, enter into subcontracts related to management of funds, file necessary reports with HUD, post COC Collaborative Application and related materials online, develop and manage application and scoring processes for funding applications.

Serve as HMIS Lead Agency, provide staffing for the HMIS project.

Coordinate Point in Time and Annual Housing Inventory Chart of Homeless Beds and Needs Assessment.

Perform CoC Program Performance Evaluation.

Educate CoC members on relevant changes to HUD rules and regulations.

12. COLLABORATIVE APPLICANT

12.1 Designation of Collaborative Applicant

The CoC Board will designate an entity annually during, or prior to, the May CoC Board meeting as the Collaborative Applicant (24. CFR 578.9) as outlined in the US Department of Housing and Urban Development's Continuum of Care Program Regulation.

12.2 Duties of Collaborative Applicant

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.

13. AMENDMENT OF GOVERNANCE CHARTER

13.1 Authority to Amend Governance Charter

The CoC Board may amend the Governance Charter subject to any limitations within the Governance Charter or applicable law.

13.2 Notice for Amending Governance Charter

The Governance Charter will be reviewed annually by a working group in August. Any recommended changes will be presented at the September CoC Board meeting, prior to a vote at the general membership annual meeting in October.

Any other amendment proposals shall be submitted to the Executive Committee at least 30 days prior to a regularly scheduled CoC Board meeting.

13.3 Approval of Amendments

Any proposed amendments to the Governance Charter must be approved by a two-thirds (2/3) of the CoC Board.

14. NON-DISCRIMINATION

The Continuum of Care (HLC) is a non-discriminatory organization and does not discriminate on the basis of age, sex, race, ethnicity, religion, creed, disability, sexual orientation, familial status, or natural original in accordance with all state and federal regulations.

CoC Board voted to approve this Governance Charter as amended on January 5, 2021.