



# HOMELESS LEADERSHIP COALITION

CoC Governance Charter

*Adopted February 3rd, 2023*

## **1. AUTHORIZATION**

- **Authorization:** In accordance with the federal HEARTH Act and Continuum of Care Program Interim Rule (24 CFR 578), the unincorporated association described in this document is the Continuum of Care for Central Oregon with federal CoC code OR-503.
- **Name:** The name of this unincorporated association is the Central Oregon Homeless Leadership Coalition (hereafter referred to as HLC or the CoC).
- **Service Area:** The HLC is the CoC for Crook, Deschutes, and Jefferson in the state of Oregon. This includes all areas and cities of these counties.
- **Governing Documents:** This Governance Charter describes the structure and responsibilities of the HLC in accordance with HUD requirements. This Charter may be amended per the process outlined in Section 10, and it will be affirmed by the CoC membership on an annual basis. Additional documents governing specific responsibilities or structures of the HLC may be approved by the Board or membership to complement this Charter.

## **2. PURPOSE**

The purpose of the HLC aligns with the purposes of a Continuum of Care as describe in the CoC Rule (24 CFR 578):

- Promote community-wide commitment to employ best practices to end homelessness in Central Oregon.
- 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;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families who experience homelessness.

## **3. HLC STRUCTURE**

The HLC is made up of several entities detailed in the subsequent sections of this charter. Each section describes the composition and general responsibilities of each entity.

- **Membership (Section 4):** The membership is the democratic body of all stakeholders working to end homelessness in Central Oregon who meet the requirements for HLC membership laid out in Section 4.
- **CoC Board (Section 5):** The CoC board is a representative body of the membership that is the primary decision-maker for the HLC.
- **CoC Lead Agency (Section 6):** The CoC Lead Agency is a separate organization meeting the CoC program's definition of an eligible applicant that is designated by the HLC to perform certain administrative and planning functions on the HLC's behalf.

- HMIS Lead Agency (Section 7): The HMIS Lead Agency is a separate organization meeting the CoC program’s definition of an eligible applicant that is designated by the HLC to administer the CoC’s HMIS.
- Committees and Work Groups (Section 8): Committees and work groups perform research, make recommendations, and lead certain activities on behalf of the HLC. They report to the CoC Board.

#### **4. HLC MEMBERSHIP**

##### **4.1 Membership Purpose**

- The collective HLC membership work to end homelessness in Central Oregon by addressing the underlying issues that contribute to homelessness, promoting cross-sector partnerships, community collaboration and aligning local resources and strategies for collective impact.
- HLC membership is a large and diverse group of stakeholders. In order to efficiently achieve its mission, the membership as a whole delegate much of their authority and responsibilities to the other entities described in this charter, but the membership retains the right to re-assert its authority through changes to this charter.

##### **4.2 Membership Requirements and Guidelines**

- HLC membership is open to all individuals and organizations located or working in Central Oregon who share HLC’s commitment to preventing and ending homelessness in our region. Examples of organizations that may be members include, but is not limited to: 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.
- The CoC Lead Agency keeps a list of all active HLC members.
- New members are required to complete an application affirming their commitment to the HLC’s mission. An annual call for new members is issued in October of every year, but new members can join at any time.
- Organizations joining as members are required to designate a staff person to act as the main membership contact, though other organizational staff are welcome to fully participate in the HLC. Organizational members of HLC receive one vote in all membership votes, which must be cast by the organization’s declared contact or their proxy.
- The HLC may require that all members pay annual dues by October 15 of every year. The collection of dues demonstrates HLC members’ commitment to the association and provides funds for HLC needs. Dues amounts differ based on organization type and size. A lower dues amount is charged to individual members. Current or former unhoused individuals are not required to pay dues, and individuals and organizations may submit a hardship request to have their dues requirement waived. All information related to dues, including a schedule of dues amounts, is published on the HLC website.

- The CoC Board shall vote annually on whether to require the payment of membership dues. The CoC Board shall notify the general membership that dues shall be required by August 15 of every year.
- Any HLC member may terminate their own membership by writing a withdrawal letter to the CoC Board.
- Any HLC membership will be terminated if the organization or individual fails to pay annual dues and/or fail to participate in at least three general membership meetings in a 12-month period. The CoC Board can waive the meeting attendance requirement due to illness or other extenuating circumstances. Members terminated for participation or dues reasons are welcome to rejoin HLC at a later date provided they meet all requirements.
- Any HLC membership can be suspended or terminated by a majority vote of the CoC Board finding that the member violated the HLC Code of Conduct (see Section 9) to a degree commensurate with membership suspension or termination. A member terminated for a violation of the HLC Code of Conduct can only be reinstated by a majority vote of the CoC Board reversing the previous termination.

#### 4.3 Membership Responsibilities

- Hold meetings of the full membership: The full membership of the HLC will meet at least quarterly. At the final scheduled membership meeting of each calendar year, the CoC Board will announce the meeting schedule for the coming year. Ad hoc membership meetings may be held if advance notice is provided to all members and the public. Meetings are open to the general public. Meetings will include reports on CoC activities, notice of any new funding availability, progress reports toward meeting community-wide goals, and voting on any matters requiring membership approval. Notice of meeting, agenda items, and anticipated matters for membership vote will be posted to the HLC website at least 3 days in advance of meeting as well as emailed to the full membership list. Minutes from full membership meetings will be taken by the Secretary and posted to the HLC website within one week. A recording of the full membership meeting may be posted if available..
- Vote on matters requiring membership approval: These matters include but may not be limited to: (1) the election of CoC Board members, and (2) the approval of changes to or annual re-approval of this Governance Charter. These matters are decided upon via a simple majority vote of membership present at the meeting. The CoC Board Vice-Chair will administer all membership votes in a manner of his or her choosing (i.e. voice vote or roll call vote). All members must abide by the HLC Code of Conduct, including the recusal policy, when voting on CoC matters.
- Publicly invite at least annually and welcome new members into the CoC. The HLC membership must welcome new members who submit valid applications and dues. The annual public call for new members will be issued in advance of the fall membership meeting via online posting and email message to members and other stakeholders.

#### 4.4 Membership Benefits

- News and updates on local and regional efforts to prevent and end homelessness.
- Sharing of community data, best practices, and funding opportunities.

- Free and discounted training and technical assistance opportunities.
- Opportunity to network with and learn from colleagues and local leaders.
- Opportunity to promote your programs, services, job opportunities, volunteer opportunities and, needs via the HLC newsletter and social media channels.
- Option for letters of support when submitting grant applications aligned with HLC’s mission and values.

## 5. CoC BOARD

### 5.1 Board Purpose

- The CoC Board acts as the primary decision-maker for the HLC. It makes most decisions around policy, procedures, and funding on behalf of the membership. The membership retains decision-making authority on matters detailed in Section 4 and retains the authority to modify the CoC Board’s authority through amendments to this Governance Charter.
- The CoC Board may delegate authority to committees, the CoC Lead Agency, and/or the HMIS Lead Agency. These entities report to the CoC Board.

### 5.2 Board Composition and Structure

- The CoC Board shall be composed of no less than 11 and no more than 15 members drawn from the current HLC membership.
- CoC Board members shall be representative of the organizations making up the HLC membership as described in section 4.2 of this charter.
- At any one time, the Board shall set as a priority the occupancy of board seating by a representative for each of Crook, Deschutes, and Jefferson counties. A representative for a county means a person who both lives and works in that county. If no Board members meet these requirements for a county, a board seat may remain unfilled but available to the next member who meets these requirements for that county. An empty seat representing these counties may be filled at any time by the board using the process outlined below for departing board members.
- At any one time, the Board shall set as a priority a board constituency that allows complete and proper membership of the HLC Grants Committee. Fulfillment of this priority shall proceed in a manner consistent with upholding the Board's Conflict of Interest policies stated in this Charter. Selection of Board candidates and members shall factor these persons' employment or other pertinent relationship with organizations funded through the HLC (HUD CoC Program funding or any other funding decided by the HLC).
- CoC Board members are selected by the membership via majority vote at the fall membership meeting. At least 30 days in advance of the fall membership meeting, the CoC Lead Agency will inform membership and the public of the number of open seats

for nomination and any priorities for these seats associated with county representation and funding-related restrictions outlined above.

- The CoC Lead Agency will collect nominations for open seats that includes a short description from each nominee about their qualification and desire to serve. At the fall membership meeting, the Vice-Chairperson will lead the voting process on these nominees (unless the Vice-Chairperson is considered for re-selection to the board, in which case a representative of the CoC Lead Agency will lead the voting process).
- The CoC membership will first consider meeting the priority of county representation for board seats, i.e., seats for representation of a specific county will first be considered for any seats reserved for that county. Those receiving the most votes of CoC members to represent a county are selected for the open seat.
- After filling seats for county representation, all remaining nominees or those who did not wish to be considered for a county-specific seat will be considered for remaining seats. The membership will select a maximum of 15 total board members.
- CoC Board members serve two-year terms. Terms are staggered so that only half of all board seats are decided each year.
- Upon the departure of a CoC Board member before the end of their term, the seat will be filled at the next fall membership meeting, unless the departure brings the total board composition under 11 members, in which case the remaining board members will name an interim replacement by 2/3 majority vote who will serve until the next fall membership meeting when a permanent replacement will be selected.

### 5.3 Board Member Requirements

- 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. 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.
- 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.
- CoC Board members must abide by the code of conduct and recusal policies outlines in Section 9 of this charter. CoC Board members who fail to conform to these policies will be considered for removal from the Board.
- A CoC Board Member may be removed by a two-thirds (2/3) vote of the CoC Board.

### 5.4 Executive Committee

- 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 one secretary.
- Executive Officers are selected by the entire CoC Board via a simple majority vote.
- Executive Officers are selected in the December CoC Board meeting each year, with their term covering the full subsequent year. CoC Board members may serve in any of the Executive Officer positions for a maximum of three consecutive years. They may be reconsidered for Executive Officer positions after at least one year.
- 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 CoC Board meetings, setting the agenda, and providing a written agenda for each meeting. The chairperson signs written agreements on behalf of the CoC.
- 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.
- 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 meetings.
- Executive Officers are expected to meet regularly to plan for CoC Board and HLC membership meetings.

#### 5.5 Board Meetings and Decision Making

- The CoC Board shall meet at least bimonthly.
- CoC Board meetings are open to public observation and the Board may choose to seek public comment on matters before voting.
- Notice of the place, date and time of each meeting of the CoC Board will be sent to CoC Board and membership 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 and posting to the HLC website.
- 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.
- 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, a two-thirds (2/3) majority of the CoC Board shall be determinative.
- Minutes of CoC Board Meetings shall be posted to the CoC website after approval.

#### 5.6 Board Responsibilities

- Appoint additional committees, subcommittees, or workgroups as needed.
- Establish performance targets appropriate for populations and program types.
- Monitor recipient and sub-recipient performance, evaluate outcomes, address unsatisfactory performers, and report compliance issue to HUD.
- Establish and operate a centralized or coordinated entry system.
- Establish and consistently follow written standards for providing Continuum of Care assistance.
- Designate the CoC Lead Agency.
- Designate a single HMIS for the geographic area
- Designate an eligible applicant to manage the HMIS as the HMIS Lead Agency.
- Review, revise, and approve HMIS Governance Agreement and HMIS privacy, security, and data quality plans.
- Ensure the annual Point-In-Time count is conducted.
- Conduct an annual gaps analysis of homelessness needs and services.
- Consult with local ESG recipients in the geographic area on the plan for allocating ESG funds and reporting/evaluating performance of ESG programs.
- Develop an emergency transfer plan that complies with the requirements of VAWA.
- 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.
- Review and approve the CoC application for funds.

## **6. CoC LEAD AGENCY**

### 6.1 CoC Lead Agency Purpose

- The purpose of the CoC Lead Agency is to carry out the operational and administrative functions of the CoC.
- The CoC Lead Agency performs the duties of the “Collaborative Applicant” role described in the CoC Interim Rule at 24 CFR 578.9. The CoC Lead Agency’s role in the CoC may alternatively be described as the “Collaborative Applicant.”
- While it is not required, the CoC Lead Agency may be the same organization as the HMIS Lead Agency, described in Section 7 of this charter.

### 6.2 Eligible Applicants and Selection of CoC Lead Agency

- The CoC Lead Agency will be one legal organization that meets requirements for an eligible applicant in the CoC Program at 24 CFR 578.15: “Nonprofit organizations, States, local governments, and instrumentalities of State or local governments are eligible to apply for grants.”



- The CoC Board is responsible for the selection of the CoC Lead Agency. If the current CoC Lead Agency plans to vacate the role or the CoC Board plans to not renew the current CoC Lead Agency in the role, the CoC Board shall release a public call for letters of interest in the role of CoC Lead Agency. This notice must be distributed among CoC membership and the public, and must allow for at least 15 days of time for interest parties to respond to the notice. The CoC Board must hold a formal Board meeting to consider all letters of intent and vote for a new Lead Agency. Any Board that is employed by or an interested party of an organization applying for the Lead Agency role must abstain from discussion and voting, as described in Section 5.3 of this charter. The vote for Lead Agency is decided using the criteria described in Section 5.5 of this charter.
- Upon selection, the CoC Lead Agency is eligible to apply for and receive the CoC Planning Grant in the annual CoC Competition as described at 24 CFR 578.9. These grant funds provide support for the CoC Lead Agency in fulfilling their duties. If the CoC Lead Agency changes, the outgoing Agency must transfer the current CoC Planning Grant to the new CoC Lead Agency within one month of their selection by the CoC Board.

### 6.3 CoC Lead Agency Agreement and Review

- Upon selection of a CoC Lead Agency, the CoC Board will enter into a written agreement or Memorandum of Understanding (MOU) with the CoC Lead Agency detailing the roles and responsibilities of each party.
- Section 6.4 of this charter provides a general framework of the responsibilities for the CoC Lead Agency. The MOU may expand or contract this list of responsibilities and will provide more detail on reporting on those responsibilities.
- The MOU will be for a term of at least, but not limited to, one year.
- Biennially in January of even numbered years (unless the CoC Lead Agency assumed the role in the previous six months) or before the expiration of the current MOU, the CoC Lead Agency's representatives and the CoC Board Executive Committee will meet to review the MOU and discuss the performance of both parties in fulfilling the requirements of the MOU. The parties will agree to goals for the coming two years related to increasing the CoC's capacity in areas related to the CoC Lead Agency's responsibilities. If the MOU is expiring, the parties will execute a new MOU including the goals identified at the meeting. On odd numbered years, the parties will meet informally to discuss progress toward biennial goals.
- The CoC Board retains the right to monitor the use of CoC Planning Grant funds at any time through a review of the CoC Lead Agency's programmatic and financial records.

### 6.4 CoC Lead Agency Responsibilities

- NOTE: The list of responsibilities in this section is a general framework and more comprehensive and detailed responsibilities are outlined in the MOU between the CoC Board and CoC Lead Agency.
- Collect and combine the required application information from all projects within the geographic area.

- Develop and manage application and scoring processes for funding applications.
- Apply for funding for CoC planning activities.
- When necessary, serve as fiscal agent for CoC funds received from HUD or other sources.
- In conjunction with the HMIS Lead, submit all data reports required by HUD.
- Maintain CoC records including minutes of meetings of CoC membership, Board, and committees.
- Post CoC materials online and manage the CoC website.
- Maintain the CoC membership list.
- Coordinate the annual Point in Time Count and Housing Inventory Count.
- In conjunction with the CoC Board, monitor the performance of individual projects and the CoC as a whole.
- Educate CoC Board and members on relevant changes to HUD rules and regulations.

## **7. HMIS LEAD AGENCY**

### **7.1 HMIS Lead Agency Purpose**

- The purpose of the HMIS Lead Agency is to operate the Homeless Management Information System on behalf of the CoC. The CoC Board, not the HMIS Lead Agency, selects the HMIS platform; the HMIS Lead Agency conducts the management and operations of this platform.
- While it is not required, the HMIS Lead Agency may be the same organization as the CoC Lead Agency, described in Section 6 of this charter.

### **7.2 Eligible Applicants and Selection of HMIS Lead Agency**

- The HMIS Lead Agency will be one legal organization that meets requirements for an eligible applicant in the CoC Program at 24 CFR 578.15: “Nonprofit organizations, States, local governments, and instrumentalities of State or local governments are eligible to apply for grants.”
- The CoC Board is responsible for the selection of the HMIS Lead Agency. If the current HMIS Lead Agency plans to vacate the role or the CoC Board plans to not renew the current HMIS Lead Agency in the role, the CoC Board shall release a public call for letters of interest in the role of HMIS Lead Agency. This notice must be distributed among CoC membership and the public, and must allow for at least 15 days of time for interest parties to respond to the notice. The CoC Board must hold a formal Board meeting to consider all letters of intent and vote for a new HMIS Lead Agency. Any Board that is employed by or an interested party of an organization applying for the HMIS Lead Agency role must abstain from discussion and voting, as described in Section 5.3 of this charter. The vote for HMIS Lead Agency is decided using the criteria described in Section 5.5 of this charter.
- Upon selection, the HMIS Lead Agency is eligible to apply for and receive the dedicated HMIS grant(s) in the annual CoC Competition as described at 24 CFR 578.37(a)(4). These grant funds provide support for the HMIS Lead Agency in fulfilling their duties. If

the HMIS Lead Agency changes, the outgoing Agency must transfer the current dedicated HMIS grant to the new HMIS Lead Agency within one month of their selection by the CoC Board.

### 7.3 HMIS Lead Agency Agreement and Review

- Upon selection of an HMIS Lead Agency, the CoC Board will enter into a written agreement or Memorandum of Understanding (MOU) with the HMIS Lead Agency detailing the roles and responsibilities of each party.
- Section 7.4 of this charter provides a general framework of the responsibilities for the HMIS Lead Agency. The MOU may expand or contract this list of responsibilities and will provide more detail on reporting on those responsibilities.
- The MOU will be for a term of at least, but not limited to, one year.
- Biennially in January of odd numbered years (unless the HMIS Lead Agency assumed the role in the previous six months) or before the expiration of the current MOU, the HMIS Lead Agency's representatives and the CoC Board Executive Committee will meet to review the MOU and discuss the performance of both parties in fulfilling the requirements of the MOU. The parties will agree to goals for the coming two years related to increasing the CoC's capacity in areas related to HMIS. If the MOU is expiring, the parties will execute a new MOU including the goals identified at the meeting. On even numbered years, the parties will meet informally to discuss progress toward biennial goals.
- The CoC Board retains the right to monitor the use of dedicated HMIS grant funds at any time through a review of the HMIS Lead Agency's programmatic and financial records.

### 7.4 HMIS Lead Agency Responsibilities

- NOTE: The list of responsibilities in this section is a general framework and more comprehensive and detailed responsibilities are outlined in the MOU between the CoC Board and HMIS Lead Agency.
- Ensure HMIS participation is compliant with HUD requirements.
- Assist individual providers in the community in collecting and maintaining data in the HMIS through technical support and training.
- Monitor individual project and provider participation in HMIS.
- In conjunction with the CoC Lead, develop and submit all data reports to HUD.
- Assist the CoC Board in efforts to expand HMIS participation to new providers and partners.
- Maintain and implement the HMIS policies and procedures.
- Maintain and implement the Data Security and Privacy Plan as well as Data Quality Plan.
- Apply for the dedicated HMIS grant in the annual CoC Competition.
- Administer and report on the dedicated HMIS grant, if awarded in the CoC Competition.

## 8. COMMITTEES AND WORK GROUPS

### 8.1 Committees and Work Groups Purpose

- Committees are standing groups of designated representatives that meet regularly to gather information, make recommendations to the CoC Board, and/or perform tasks on behalf of the CoC Board, all in the designated topic area of that committee.
- Work Groups are smaller, less formal groups convened to perform tasks on behalf of the CoC Board in an ad hoc or cyclical manner.

### 8.2 Committee Composition and Procedure

- Committee members shall apply for service on a committee. Committee member terms last 2 years and have no limit on the length of service. The terms shall be staggered so that only half of the committee seats are turned over annually. Committee members must be general members of the HLC or affirm their commitment to HLC's mission and agreement with the Code of Conduct and associated policies in Section 9.
- Committees hold regularly meetings, the schedule of which is published on the HLC website. Meetings are open to the public and the committee may choose to take formal public comment or informally discuss matters with attendees.
- In making formal recommendations to the CoC Board or decisions upon their behalf, committees will vote and make a record of the vote, including a summary of the arguments for or against the matter. All of this information will be shared to the CoC Board and included in the CoC Board minutes.
- Each committee shall have a chairperson, who is selected by the CoC Board. The chairperson is responsible for scheduling and facilitating committee meetings that occur at least quarterly and reporting findings and recommendations to the CoC Board.
- Each committee shall have an identified member of the CoC Board to serve as a liaison to the entire CoC Board.
- Each committee shall have at least one member who is also a Board member. Each committee shall identify, from among Board members also sitting as committee members, a specific person who will be available and function as an on-going, ad hoc liaison between the committee and the Board. The liaison's purpose is to facilitate and expedite communication and guidance in interims between findings and recommendations made by the committee to the entire Board directly. This liaison shall not replace or reduce the reporting functions and duties of the committee chairperson.

### 8.3 Work Group Composition and Procedure

- Work groups are created by CoC Board decision and do not have standard composition and processes.
- However, in contrast to committees, Work Groups are generally action-oriented, and therefore small.
- Each Work Group shall have a "Lead" who is responsible for moving the work forward and reporting back to the CoC Board.

#### 8.4. Standing Committees

- 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.
- 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.
- Point-in-Time Count 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.
- 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 9.2 of this document.
- 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.
- Community Engagement Committee
  - The Community Engagement Committee will assist in mobilizing the HLC as a powerful voice on preventing and ending homelessness.
- Youth Advisory Committee (and Youth Advisory Council)

- The purpose of the Youth Advisory Committee shall be to develop recommendations toward a regional framework of shared goals and best practices aligned with the federal Framework to End Youth Homelessness. The committee members shall define and work toward decreasing service gaps in the region and shall collaborate and coordinate with all entities that interact with youth who are at-risk and/or homeless to create a network of accessible service.
- The Youth Advisory Council, facilitated by J Bar J Youth Services staff, shall meet twice monthly. The Council shall consist of 3-10 youth ages 16-25 years old who are currently experiencing or have lived experience of homelessness. Work of the Youth Advisory Council can include, but is not limited to: advising the CoC, the Youth Advisory Committee and broader region with respect to regional planning for expansion of services for youth who are experiencing homelessness, establishing best practices for providers engaging with youth and to provide education and input around preventing and ending youth homelessness in the region.
- Street Outreach
  - The Street Outreach Committee will coordinate efforts between street outreach providers and relevant government agencies to ensure that all persons living unsheltered in Central Oregon have access to appropriate shelter, housing services and basic needs in an organized manner. The Street Outreach committee will coordinate efforts between street outreach providers and relevant government agencies to ensure that all persons living unsheltered in Central Oregon have access to appropriate shelter, housing services and basic needs in an organized manner.

## **9. CODE OF CONDUCT AND ASSOCIATED POLICIES**

HLC members, CoC Board members, recipient agencies, and any other entities participating in the CoC 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.

### **9.1 Conflict of Interest Disclosure**

At the beginning of any CoC Board or HLC membership meeting, any party must disclose if they have any conflicts of interest or potential conflicts of interest regarding any business included in the meeting's agenda.

### **9.2 Conflict of Interest Recusal Policy**

Any matter in which members have an actual or potential conflict of interest will be decided by

only a vote of disinterested individuals. No HLC member nor 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 HLC member or 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.

### 9.3 Professional and Appropriate Conduct Policy

All HLC members, CoC Board members, recipient agency staff members, and any other individual participating in the HLC are expected to act in the appropriate professional manner in all meetings and interactions related to HLC business. If any party believes another party has displayed behavior that, if continued, would disrupt the wellbeing of the HLC or its members, that party may ask the CoC Board to remove other party's HLC membership status, CoC Board membership, or privileges to attend HLC meetings and events. The CoC Board may approve the request by a 2/3 majority vote.

## **10. NON-DISCRIMINATION POLICY**

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 origin in accordance with all state and federal regulations.

## **11. AMENDMENT OF GOVERNANCE CHARTER**

### 11.1 Authority to Amend Governance Charter

As described in Section 4.4 of this charter, the HLC Governance Charter may only be amended by a majority vote of the membership. The charter will be considered and approved at each January membership meeting.

### 11.2 Notice for Amending Governance Charter

Proposed changes to the HLC Governance Charter must be submitted to the HLC Executive Committee and the CoC Lead Agency at least 60 days in advance of the January membership meeting. The CoC Lead Agency will inform all HLC members and the public that charter changes are under consideration at the January membership meeting at least 30 days in advance

of the meeting.

### 11.3 Charter Approval

HLC Board Members approved this version of the HLC Governance Charter on February 3rd, 2023.



## **Appendix: List of CoC Interim Rule Responsibilities of the CoC with Assigned Entity**

The following is the list of CoC responsibilities detailed in the CoC Interim Rule (24 CFR 578). Each responsibility has one or more entities assigned to it via the following codes:

M: Membership

B: CoC Board

LA: CoC Lead Agency

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

- M: Hold meetings of the full membership, with published agendas, at least semi-annually;
- M: Issue a public invitation annually for new members to join within the geographic area;
- LA: 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;
- B: Appoint additional committees, subcommittees, or workgroups as needed;
- M: Adopt, follow, and update annually the governance charter in consultation with the collaborative applicant and the HMIS lead;
- B: 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
- B: Establish and operate a centralized or coordinated entry system in consultation with recipients of ESG funds.
- B&M: Establish and consistently follow written standards for providing Continuum of Care assistance.

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

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

requirements.

### **Continuum of Care Planning**

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

### **VAWA Emergency Transfer Plan**

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

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

- B: 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);
- B: Establish priorities for funding projects;
- M: Designate the collaborative applicant to prepare and submit the application;
- B: Review and approve the CoC application for funds.