WASHTENAW COUNTY COC GOVERNANCE CHARTER

PURPOSE OF THE COC AND COC BOARD

Washtenaw County CoC coordinates the community's policies, strategies and activities toward ending homelessness. Its work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implementing strategic responses, educating the community on homelessness issues, providing advice and input on the operations of homeless services, and measuring CoC performance. The Washtenaw County CoC Board approves the local process for applying, reviewing, and prioritizing project applications for funding in the annual HUD Homeless Assistance CoC Grants competition.

RESPONSIBILITIES

The Washtenaw County CoC is comprised of Washtenaw County community agencies/representatives, a governing CoC Board, a Collaborative Applicant lead agency, and an HMIS lead agency.

The CoC will hold meetings of the full CoC membership at least semiannually. The Washtenaw County CoC Board will announce the date, time and location of these meetings at least one month in advance to encourage broad participation.

The CoC will review, update as needed, and approve this governance charter at least annually every July. 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 scheduled vote on the charter amendment was provided at least one month prior to that CoC meeting.

The responsibilities of the Washtenaw County CoC include the following activities:

OPERATING A COC

- 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 Washtenaw County CoC Board, its co-chair, and any person acting on behalf of the Washtenaw County CoC Board. This charter can be updated anytime, but will be updated minimally every July.
- In consultation with recipients of ESG funds within the CoC, provide oversight to a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- In consultation with recipients of ESG funds within the CoC, establish and consistently follow written standards for providing CoC assistance.
- Consult with recipients and subrecipients to establish performance targets appropriate for population and program type.
- Monitor performance of CoC and ESG recipients and subrecipients 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 the outcomes of ESG and CoC projects to HUD annually.

CoC Planning

- Work closely with Washtenaw Housing Alliance (WHA) in its capacity as the Planning & Coordinating body for the Washtenaw Coordinated Funding Model. In this role, the WHA assists in coordinating the system of care, researching and distributing best practices and research on housing and homelessness, and assisting providers in working toward common outcomes that lead to ending homelessness.
- In coordination with the WHA, coordinate the implementation of a housing and service system within Washtenaw County. This system includes: outreach, engagement, and assessment; shelter, housing, and supportive services; and prevention strategies.
- Plan for and conduct an annual point-in-time count of homeless persons within Washtenaw County that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires.
- Conduct an annual gaps analysis of the needs of homeless people, as compared to available housing and services within Washtenaw County.
- Provide information required to complete the Washtenaw County Consolidated Plan.
- Consult with State of Michigan and Washtenaw County's ESG recipients for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.

Designating and Operating an HMIS Lead Agency

The Washtenaw County CoC has designated Washtenaw County's Office of Economic and Community Development (OCED) as the HMIS lead agency and the only entity eligible to apply for HUD HMIS funding for the CoC. HMIS lead agency has the following responsibilities:

- Annually update and implement 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 subrecipients.

Designating and Operating a Collaborative Applicant for Funding

The Washtenaw County CoC has designated OCED as the collaborative applicant to collect, combine, and submit the required application information from all applicants. As the Collaborative Applicant,, OCED has the following responsibilities:

- Staff committees
- Produce planning materials
- Coordinate needs/gaps assessments
- Collect and report performance data
- Monitor program performance
- Coordinate resources, integrate activities and facilitate collaboration
- Prepare collaborative application for CoC funds
- Recruit and educate stakeholders
- Recommend projects for CoC funding

CoC Regulations and Proceedings

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 he/she 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.

Disclosure should occur at the earliest possible time and if possible, prior to the discussion of any such issues. 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.

Committees and Workgroups

The Washtenaw County CoC will appoint committees, subcommittees, or workgroups to fulfill the work of the Washtenaw County CoC. Much of the Washtenaw County CoC's work is conducted at committee and workgroup meetings. Standing committees may include CoC Board Executive Committee, Funding Review Team, Centralized Assessment Executive Team, and Data Leadership & Performance Measurement Team,.

Members of the Washtenaw County CoC Board will be represented in each committee**.** Other committee membership will include relevant CoC members, and other interested stakeholders or experts. The Washtenaw County CoC committees may meet monthly or more frequently depending on the tasks to be accomplished. Each committee will have clear purpose, goals and anticipated outcomes, and overall timeline for addressing issues or problems that it was chartered to address. Committees or workgroups will present their progress to the Washtenaw County CoC Board at each Board meeting.

The Washtenaw County CoC may also create time-limited ad-hoc committees to develop recommended solutions to the specific issue for which they were created.

Additionally, in order to leverage the community education, best practice knowledge, and the planning & coordination being done through Coordinated Funding by the Washtenaw Housing Alliance (WHA) and its members, the Washtenaw County CoC will work collaboratively with the WHA whenever possible.

CoC Membership Recruitment and Outreach

The Washtenaw County CoC will publish an open invitation at least annually for persons within the Washtenaw County CoC area to join as new CoC members. Recruitment efforts will be documented by OCED**.**

The Washtenaw County CoC (*or its designee)* will identify and address membership gaps in essential sectors, from key providers or other vital stakeholders. The Washtenaw County CoC (*or its designee)* will recruit members to ensure that it meets all membership requirements set forth in its 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 Washtenaw County CoC geographic area and are available to participate in the CoC:

- 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
- Homeless and formerly homeless individuals

- Other relevant organizations within the CoC's geography (which may include mental health service providers and funders, substance abuse service providers and funders, foster care, local job councils, etc.).

Relationship between Washtenaw County CoC Board and Full CoC Membership

Washtenaw County CoC Board meetings will be open to the full membership and the public and the CoC Board will post minutes of the CoC Board meetings on the Washtenaw County OCED website. Between CoC meetings CoC Board co-chairs will keep the full membership involved by involving CoC members in workgroups and committees and sharing information (including meeting minutes, resources for homeless services providers, plans and implementation progress, data about homelessness in the region and funding availability) via email list or via the OCED website.

Membership of the CoC Board

The Washtenaw County CoC Board is the lead decision-making body of the Washtenaw County CoC comprised of up to 25 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. The CoC Board is made up of the following:

- At least two currently or formerly homeless people (as defined by HUD's current definition of homeless)
- Washtenaw County Board Chair or designee
- City of Ann Arbor Mayor or designee
- Washtenaw County Sheriff, Ann Arbor Police Chief, or designee
- Two WHA Board members
- Public Health director or designee
- At least two homeless or housing program representatives
- OCED director or designee
- CSTS director or designee
- DHS director or designee
- At least one CoC nonfunded agency representative
- At least one local business/merchant representative
- Another Twp or City Highest Elected Official or designee
- At least one Faith Community Representative
- A private funder representative
- Substance Abuse Coordinating Agency director or designee
- Two at-large representatives from public/government/academic organizations (e.g. universities, Veteran's Administration)

Terms of Office

The members of the Washtenaw County CoC Board shall serve two-year terms.

LEADERSHIP OF THE COC BOARD

The Washtenaw County CoC Board shall have two co-chairpersons and a secretary, selected into leadership by the CoC Board members annually by a majority vote. These officers shall serve as the CoC Executive Committee. Co-chairs and secretary serve one-year terms. OCED designee cannot serve in a leadership capacity within the CoC Board. Co-chairs are responsible for the following:

- At least one chairperson should preside at all CoC meetings and CoC Board meetings.
- Engage in other activities relevant and appropriate to its purpose, charge, and powers.
- Ensure the maintenance of all records of all CoC Board proceedings, including all other task forces/committees (with the assistance of OCED staff).
- Ensure the dissemination of meeting minutes to each member of the CoC Board to be approved at the next meeting.

COC BOARD MEETINGS & MEMBER RESPONSIBILITIES

Washtenaw CoC Board members will meet at least quarterly at a time agreed to by the membership. Members who fail to attend two (2) or more meetings during the course of a year may be asked to find a replacement representative. Members shall notify the co-chairs of their expected absence in advance of scheduled meetings. Washtenaw County CoC Board members are expected to do as follows:

- Attend regular monthly meetings and contribute to informed dialogue on actions the group undertakes
- Serve on at least one committee of the Washtenaw County CoC Board
- Provide overall direction and leadership of the CoC process
- Provide strategic planning, goal-setting, and formal 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
- Establish sub-committees and task groups as needed to perform CoC functions
- Provide official communications from the CoC, including advocacy and public education efforts.

COC BOARD SELECTION

All voting members gain membership to the Board through an appointment process defined as follows:

- DHS, CSTS, OCED, WHA, Public Health, Substance Abuse Coordinating Agency, Washtenaw County Sheriff or Ann Arbor Police, Washtenaw County Board Chair, City of Ann Arbor, and city/district/township will assign its representative(s) to the Board.

- Homeless/previously homeless individuals, CoC nonfunded agencies, local businesses/merchants, Homeless and Housing service providers, representatives from the faith community, the private funder representative, and at-large organizations are nominated by the CoC and selected by the CoC Board by the following process: (a) Any individual or organization interested in serving on the CoC board shall be nominated, either by self-nomination or through nomination by another person; these nominations may be submitted up to the day of the CoC meeting; (b) the CoC board shall select board members from each category by a vote of the appointed CoC members.

Representatives who are not meeting their commitment to fulfill their CoC Board responsibilities will be asked to find a replacement representative. This decision will be made by a majority of vote by the CoC Board. The appointed agency will need to appoint a substitute in the event of a removal of their representative.

If a Board member wishes to resign, the Board member shall submit a letter of resignation to the chairpersons at least two weeks before the resignation date.

Decision Making

The vote of the majority of members present and voting at a meeting at which quorum is present is enough to constitute an act of the CoC Board. Quorum is determined when at least 50% of the CoC Board members are present.