

# The Governance Charter of The Jackson County Continuum of Care

## Article I. Name, Purpose and Responsibilities

- A. Name. The Jackson County Continuum of Care (JC CoC). The JC CoC is identified by the United States Department of Housing and Urban Development (HUD) as OR-502 Medford-Ashland-Jackson County. For purposes of this Charter, the JC CoC is also referred to herein as the CoC.
- B. Organizational Relationships. The CoC is a community body and duly established committee of Jackson County Community Services Consortium. ACCESS, the CoC Lead Agency, serves as the Collaborative Applicant, and staffs the CoC, Homeless Management Information System (HMIS) and Coordinated Entry System (CES). Memorandums of Understanding may be specified for any organizational relationships outside the scope of this document.
- C. Purpose. The purpose of the CoC is to end homelessness in Jackson County through the collaborative efforts and resources of all sectors of the community. The CoC commits to:
1. Effective distribution and use of available resources from HUD CoC and Emergency Solutions Grant (ESG) programs, as well as any other appropriate sources;
  2. Annual assessment of the state of homelessness in Jackson County, including a Point-in-time Count, Housing Inventory Count, and evaluation of changes in overall homeless conditions and by subpopulation;
  3. Comprehensive strategies to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness;
  4. Person-centered, coordinated entry, assessment and referral policies;
  5. Effective utilization of mainstream programs by homeless individuals and families;
  6. Promoting and creating permanent affordable housing solutions to specifically address the needs of chronically homeless individuals and families, as well as others at risk of homelessness, including permanent supportive housing and rapid re-housing;
  7. Broad strategies to optimize self-sufficiency among those experiencing homelessness; and

8. Written procedures and policies to ensure compliance with agreed-upon standards.
- D. Responsibilities. The CoC will fulfill the responsibilities assigned to Continuums of Care under Title 24, Part 578 of the Code of Federal Regulations, and will satisfy all other legal requirements necessary to secure maximum funding and effectiveness under relevant state and federal programs to end homelessness.
- E. Recordkeeping. All agendas, minutes, attendee lists, correspondence, policies and procedures shall be submitted to the Secretary of the CoC electronically. Documents will be retained for seven years.
- F. Staffing Responsibilities. This Charter assumes the existence of a Coordinator to staff the CoC through the Lead Agency. In the event of a temporary absence of a Coordinator, administrative responsibilities fall to the CoC Executive Committee who may designate others for specific roles.
- G. Fiscal Year. The fiscal year begins on July 1 and ends on June 30 of the following year.

## **Article II. Continuum of Care Structure and Membership**

- A. Structure. To provide an effective and efficient governance and system infrastructure, which promotes the principles of inclusivity, equity, and diversity, the following values have been developed for all CoC bodies:
1. To reflect the diversity of people experiencing homelessness.
  2. Promote equity for communities of color disproportionately impacted by homelessness.
  3. Reflect a cross-sector and regional approach.
  4. Connect governance with a variety of local perspectives, including human services, public safety, health providers, among others.
  5. Provide transparency and inclusiveness.
  6. Clarify roles and responsibilities and communicate decisions clearly and widely.
- B. Eligibility for CoC Membership. The CoC is the collaborative group of individuals and organizations that serve people experiencing homelessness as well as those who are currently or formerly homeless. Membership is open to individuals and representatives of organizations who are committed to ending and preventing homelessness within

Jackson County, Oregon.

1. Organizations seeking CoC membership may include:
    - a. nonprofit homeless assistance providers;
    - b. victim service providers;
    - c. addiction service providers;
    - d. faith-based organizations;
    - e. governments – local municipalities to federal;
    - f. businesses;
    - g. advocates;
    - h. public housing agencies;
    - i. school districts;
    - j. child welfare;
    - k. senior and disabled services providers;
    - l. social service providers;
    - m. mental health agencies;
    - n. hospitals;
    - o. universities;
    - p. affordable housing developers;
    - q. law enforcement;
    - r. community justice;
    - s. corrections;
    - t. nonprofit legal services and Fair Housing advocacy;
    - u. organizations that serve veterans; and
  
  2. All local CoC and Emergency Service Grant (ESG) grantees are required to be members of the CoC.
  
  3. Organizations providing direct service to people who are homeless are required to participate in Coordinated Entry as a condition of membership, and in accordance with 24 CFR 578.
  
  4. The CoC Board must include in its membership at least one individual who is currently experiencing homelessness or who has previously experienced homelessness.
- B. Limit on Number of Voting Members from One Organization. Two or more representatives of a single organization, agency or political subdivision may be members of the CoC; however, only one representative from each agency, organization or political subdivision may exercise a vote.
- C. Enrollment of Members. New members may enroll at any time during the year by submitting a completed membership form to the CoC. A membership dues structure may be recommended by the CoC Board and adopted by the Membership. As soon as

possible thereafter, the names of new members will be added to a membership list posted on the CoC website.

- D. Membership Dues. Membership dues, as recommended by the CoC Executive Committee and approved by the Membership, shall be applied according to the CoC Membership Agreement. Sponsorship of membership dues will be considered on a case-by-case basis and are subject to the approval of the Executive Committee.
- E. Removal of Members. Members may be removed by a majority vote of the CoC Board at a regular or special meeting provided with five business days' notice, including an agenda with the removal action item listed.
- F. Responsibilities of Members. Responsibilities of all members include the following:
  - 1. Members will participate fully in membership meetings, including reviewing materials provided in advance, considering and offering suggestions and resources to presented issues as appropriate, and working collectively to end homelessness; and
  - 2. Members will vote annually to elect officers to available CoC Board positions.
- G. Semi-Annual Meetings. As defined by HUD and approved under this Charter, the CoC Membership shall hold semiannual meetings with published agendas at a time and place determined by the CoC Board. The agenda of one of these meetings will include:
  - 1. Election of officers to serve on the CoC Board;
  - 2. Review of any proposed changes to the CoC's governance framework followed by a vote on those changes; and
  - 3. Other business the CoC Board requires of the full CoC membership provided the meeting agenda is distributed and posted at least 30 days prior to the semi-annual meeting.
- H. Special Meetings. Special meetings may be called with the approval of the CoC Board or by a petition of 30 percent of registered CoC members submitted to the CoC Board Chair.
- I. Notice of Meetings. Notice of the place, date and time of each regular and special meeting will be sent to members by e-mail or any other reasonable means of communication at least five business days before the meeting date, along with an agenda for the meeting.
- J. Quorum. The members present at any properly announced meeting of the CoC will

constitute a quorum, provided at least one of the members present is also a CoC Board member. A majority vote by those present will constitute an action.

- K. Action Taken. When issues are raised at a meeting without proper notification through meeting announcement and agenda, action may be deferred. These issues may be addressed, when proper notice is given, at a special meeting or by email with CoC Board approval.
- L. Voting. Issues presented to CoC members for a vote will be decided by a simple majority of the votes cast. Members may vote by a show of hands or by voice in person, when consensus is desired. If an issue is deemed contentious, a paper vote may be conducted.

Any member may request that a vote be conducted in secret on paper. This request will be voted on by members in attendance. In this case, each member will cast his or her vote on paper, which will be compiled and tabulated by the Secretary or designee. Any member unable to cast a vote on paper may orally convey his or her vote to the Secretary or designee, who will write the response on paper. The Secretary or designee will share the final tally with the Chair, who will announce the results to the members.

E-mail votes of the entire CoC Membership may be conducted only on:

1. Matters discussed at a CoC Membership meeting and deferred with CoC Membership approval for later decision through e-mail vote;
2. Urgent matters which the Executive Committee has agreed to submit to the CoC Membership for an e-mail vote; and
3. All email votes must be unanimous by “reply all” feature. The CoC Board Secretary will announce the result of the vote within 24 hours by email using the “reply all” feature. In the case of an e-mail vote, other means of voting must be made available to CoC members without e-mail service, and CoC members must be given at least two business days to cast their votes.

M. Minutes.

1. *Contents of Minutes*. The minutes of each meeting will summarize the matters discussed at the meeting and record all motions made, and the names of the individuals who made and seconded each motion. A copy will be submitted to the CoC Secretary, and CoC Coordinator.
2. *Approval and Publication of Minutes*. A draft of the minutes of every CoC meeting will be published on the website within a month after that meeting and will be replaced by approved minutes within a month after the next meeting.

### Article III. CoC Board

A. The Responsibilities of the CoC Board. The CoC Board will act on behalf of the CoC to fulfill the responsibilities assigned to Continuums of Care by HUD, as well as represent the CoC on issues related to homelessness in Jackson County. The CoC Board will operate through workgroups that will draft and annually review policies and procedures and monitor operations relating to their discrete areas of responsibility. However, unless otherwise specified in this Charter or approved by the CoC, no workgroup may adopt policies or procedures or take any action on behalf of the CoC without approval of or ratification by the CoC Board. In addition, the CoC Board will:

1. Solicit recommendations from CoC members for candidates to fill available Board and Board officer positions;
2. Select the chairs and members of workgroups;
3. Develop and share with all CoC members at the beginning of each fiscal year a description of the work that each workgroup will undertake during the year;
4. Solicit feedback on and review the performance of the Lead Agency's staff, which includes the CoC Coordinator and HMIS/CES Lead on an annual basis; and
5. Work with a group of interested CoC members at least every five years to review and amend as necessary this Charter.

B. Board Composition. The CoC Board will consist of no fewer than nine CoC members. In addition, the CoC Board must be representative of relevant organizations and projects serving the various homeless subpopulations in Jackson County. One Board member may represent the interests of more than one homeless subpopulation. Board composition must include:

1. At least three representatives of organizations providing housing or services for the homeless;
2. At least one homeless or formerly homeless individual;
3. One member from an ESG program recipient in Jackson County; and
4. The chair or chair's representative from each workgroup.

C. Term of Office. Board members will serve staggered terms of three years so that approximately one-third of the Board members stand for election every year. There is no limit to the number of terms that a CoC Board member may serve.

- D Nominating Process. Each year the Executive Committee will solicit recommendations from CoC members for CoC Board positions, encouraging candidates who:
1. Help satisfy the CoC Board composition requirements;
  2. Bring valuable experience and expertise to the CoC Board; and
  3. Have proven their interest, diligence and effectiveness in helping the CoC fulfill its purposes.
- E Resignation and Removal. Board members may resign from the CoC Board at any time by giving written or oral notice to the CoC Board Chair. Board members may be removed from the CoC Board by a majority vote of remaining CoC Board members.
- F CoC Board Vacancies. When a Board member resigns or is removed from the CoC Board, or cannot serve his or her full term for any other reason, the CoC Board may appoint another CoC member to fill the unexpired term. Subsequent term(s) will require election by the membership at the annual election meeting.
- G Regular Meetings. The CoC Board will meet no less than four times a year in accordance with a schedule given to all CoC Board members or at the beginning of each fiscal year.
- H Special Meetings. Special meetings of the CoC Board may be convened by the CoC Board Chair or by petition of at least five CoC Board members.
- I Notice of Meetings. Notice of the place, date and time of each meeting of the CoC Board will be sent to CoC Board members by e-mail or any other reasonable means of communication at least five days before the meeting date along with an agenda for the meeting.
- J Quorum. Fifty-one percent of CoC Board members will constitute a quorum at any properly announced meeting of the CoC Board. A majority vote will constitute an action.
- K Action Taken. When issues are raised at a meeting without proper notification through meeting announcement and agenda, action may be deferred, if that is the will of the CoC Board. These issues may be addressed, when proper notice is given, at a special meeting or by email with CoC Board approval.
- L Voting. Issues presented to CoC Board members for a vote will be decided by a simple majority of the votes cast except as otherwise provided for in this Charter.

Any CoC Board member may request that a vote be conducted in secret on paper and this request will be voted on by the CoC Board members in attendance.

In this case, each CoC Board member will cast his or her vote on paper, which will be compiled and tabulated by the Secretary or designee. Any member unable to cast a vote on paper may orally convey his or her vote to the Secretary or designee, who will write the response on paper. The Secretary or designee will share the final tally with the Chair, who will announce the results to the CoC Board. E-mail votes of the entire CoC Board may be conducted only on:

1. Matters discussed at a CoC Board meeting and deferred with CoC Board approval for later decision through e-mail vote;
2. Urgent matters which the Executive Committee has agreed to submit to the CoC Board for an e-mail vote; and
3. All email votes must be unanimous by “reply all” feature. The CoC Board Secretary will announce the result of the vote within 24 hours by email using the “reply all” feature. In the case of an e-mail vote, other means of voting must be made available to CoC Board members without e-mail service, and CoC Board members must be given at least two business days to cast their votes.

M Minutes of CoC Board Meetings.

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1. *Contents of Minutes.* The minutes of each CoC Board meeting will summarize the matters discussed at the meeting and record all motions made, and the names of the individuals who made and seconded each motion. A copy will be submitted to the CoC Secretary, and CoC Coordinator.
2. *Approval and Publication of Minutes.* A draft of the minutes of every CoC Board meeting will be approved at the first meeting following the meeting to which the minutes pertain and will be published on the CoC website within five working days after their approval and will be replaced by approved minutes within a month after the next meeting.

## **Article IV. CoC Board Officers**

- A. Officer Positions. The CoC Board will have four officers: Chair, Vice-Chair, Immediate Past Chair and Secretary. No one member may occupy more than one office at a time.
- B. Election of Officers. At the final CoC Board meeting of the year, CoC Board members will elect individuals to fill the positions of officers whose terms are expiring from a slate of candidates developed by the Executive Committee. In the case of a mid-term

vacancy in any officer position, CoC Board members will elect an individual to fill that vacancy at their next scheduled meeting.

- C. Terms of Office. Officers will serve two-year terms unless filling a mid-term vacancy, in which case an officer will serve for the remainder of the fiscal year in which she or he is elected and two full years thereafter. Officers elected in the year in which this Charter is first approved will serve the remainder of that year and an additional two full years thereafter.
- D. Resignation and Removal. An officer may resign from the CoC Board at any time by giving written notice to the CoC Board Chair or Vice-Chair. Officers may be removed from their positions by a majority vote of remaining CoC Board members.
- E. Duties of the Chair. The duties of the Chair include the following:
  - 1. Preside over semi-annual meetings of the CoC membership, and meetings of the CoC Board and the Executive Committee;
  - 2. Coordinate with the CoC, the CoC Board, the Executive Committee and the CoC Coordinator to develop meeting agendas and send agendas to the Secretary at least one week prior to meetings;
  - 3. Coordinate with participants and the CoC Coordinator to develop and present content for meetings including HMIS data updates, key project status and advocacy efforts;
  - 4. In conjunction with the CoC Coordinator, represent the CoC at community events or assign representation as appropriate;
  - 5. In conjunction with the CoC Coordinator, prepare and present the annual update to the community;
  - 6. Represent the CoC, or assign representation, for all written or oral correspondence;
  - 7. Ensure the CoC accurately follows the policies and procedures outlined in this Charter and other written procedures, as well as the policies and procedures of HUD; and
  - 8. Support and train the incoming CoC Board Chair, and serve on the Executive Committee as past chair after her or his term expires.
- F. Duties of the Vice-Chair. In the absence of the Chair or in the event of a mid-term vacancy in the chair position, the Vice-Chair will assume the duties of the Chair. The

Vice-Chair will assist the Chair in providing oversight to workgroups.

- G. Duties of the Secretary. The Secretary will keep or cause to be kept accurate minutes of CoC membership, CoC Board and Executive Committee meetings. In addition, the Secretary, in conjunction with the CoC Coordinator, will ensure that:
1. Proper notice is issued for all member, CoC Board and Executive Committee meetings;
  2. Attendance is kept at all meetings;
  3. CoC workgroups prepare timely minutes of their meetings;
  4. All minutes are promptly published on the website; and
  5. Official records are stored conveniently and safely.

## **Article V. CoC Workgroups**

- A. Standing Workgroups. The standing workgroups of the CoC may include: Executive Committee, Homeless Task Force, Program and Evaluation, System Performance, Housing Pipeline, HMIS/Coordinated Entry System, Transition Policies, Target Populations (Veterans, Youth, Families, Older Adults, People with Disabilities and Victims Services), Downtown Partnerships, Faith-based Organizations and Regional Shelter. Standing workgroups may appoint subcommittees as necessary to more effectively execute responsibilities.
- B. Ad Hoc Workgroups. The CoC may convene ad hoc workgroups as it sees fit to address pressing issues.
- C. Workgroup Authority. Unless entrusted with specific authority to act on behalf of the CoC as a whole, workgroups will serve in an advisory capacity only.

No recommendations or actions taken by a workgroup will be considered actions of the CoC without approval or ratification by the CoC through the CoC Board. Workgroup chairs will report quarterly to the CoC Board Secretary.

- D. Workgroups and Chairs. The chair and members of each workgroup will be selected by the CoC Board on behalf of the members. Workgroup members may include both members and non-members. In determining workgroup membership, the Executive Committee will consider requests from CoC Board members and non-board members to serve on particular workgroups; however, the CoC Board will exercise its judgment in accepting or rejecting these requests. Before appointing any individual to a workgroup,

the CoC Board will take into account:

1. Relevance of the individual's experience and expertise to the workgroup;
  2. Appropriate size of the workgroup and the unique contribution, if any, that the individual is likely to make;
  3. Potential conflicts of interest the individual will face in serving on that workgroup;
  4. Diligence and effectiveness the individual has demonstrated in carrying out previous assignments for the CoC;
  5. Advantages of engaging as many interested members as possible in CoC work; and
  6. Need to continuously cultivate new CoC leaders.
- E. Notice of Meetings. A schedule of meetings will be distributed to workgroup members at the beginning of each fiscal year; or in the case of ad hoc workgroups, as soon as possible following the appointment of members. In addition, notice of the place, date and time of each workgroup meeting will be sent to members by e-mail or any other reasonable means of communication at least five days before the meeting date along with an agenda for the meeting.
- F. Workgroup Decisions. All workgroups should strive for consensus among their members in reaching recommendations or taking action on issues put before them. If consensus cannot be achieved on any issue, the issue will be presented to the CoC Board as a whole for deliberation and resolution.
- G. Minutes.
1. *Content of Minutes*. The minutes of every workgroup meeting will briefly note the matters discussed at the meeting, and reflect any final recommendations reached and the reasons discussed for and against those recommendations.
  2. *Approval and Publication of Minutes*. The minutes of every workgroup meeting will be approved at the next meeting and will be published on the CoC website within one week thereafter by the CoC Coordinator. Minutes will be submitted at this time to the JC Community Services Consortium Board Secretary.

**Article VI. Standing Workgroups** – the responsibilities of many of the workgroups are

delineated in this article. See Article V (A) for a listing of all standing workgroups.

- A. Executive Committee. The Executive Committee will consist of officers, lead agency representative and a recommended number of at-large members to be determined annually. The Executive Committee will meet regularly as needed and have all powers and authority of the CoC Board in the intervals between CoC Board meetings but will remain subject to the direction and control of the CoC Board and members as described elsewhere in this Charter.

In addition, the Executive Committee will coordinate, monitor, and ensure the quality and transparency of the work of the CoC, its Board, and its agents by:

1. Evaluating the conduct of members, especially their compliance with the conflict of interest and attendance policies set forth in this Charter;
2. Taking action to correct or remove members who are not fulfilling their responsibilities;
3. Ensuring that each workgroup chair develops a reasonable schedule of meetings for the year and, as necessary, helps develop the agendas for these meetings.

- B. System Performance Workgroup. The System Performance Workgroup will join with the CoC Coordinator, the Collaborative Applicant, the HMIS/CES lead, authors of local consolidated plans, service providers, homeless advocates and others to:

1. Plan for and conduct the annual Point-In-Time Count of homeless persons and Housing Inventory Count within Jackson County, which meets the most current HUD requirements;
2. Contribute to, review and integrate local consolidated plans from Ashland and Medford into strategies and policies to end homelessness in Jackson County;
3. Collect data annually to: a) evaluate CoC progress using performance measures and targets adopted by the CoC; and b) propose possible reasons for performance shortfalls and improvements;
4. Recommend for adoption by the CoC performance measures and targets to evaluate the performance of the CoC and other various types of programs included in the system to end homelessness, incorporating, as appropriate, any performance measures and targets mandated or recommended by HUD;
5. Prepare for public distribution an annual report on the CoC's performance, highlighting strengths and weaknesses and analyzing data that may help to explain weaknesses and provide direction to help address them; and

6. Collaborate with Veterans, Youth, Families, Disabled, Victims of Assault and other targeted subpopulation workgroups to monitor specific populations of homeless and develop plans to address those needs.

C. Program and Evaluation Workgroup. The Program and Evaluation Workgroup will:

1. Annually review the recommendations of the System Performance Workgroup and seek to align priorities in a collaborative process for developing a consolidated application for Jackson County projects seeking CoC and ESG funding, determine whether changes to that process are warranted, and recommend favored changes for CoC approval;
2. Annually review the tools used in scoring and ranking projects for CoC and ESG funding, determine whether changes to those tools are warranted and recommend for CoC approval any changes necessary to ensure that the scoring and ranking of projects are based on:
  - a. Project success in satisfying performance measures adopted by HUD;
  - b. Project success in meeting system-wide and individual performance targets;
  - c. The extent to which projects serve subpopulations prioritized by HUD or the CoC;
  - d. The extent to which projects satisfy other priorities established by HUD or the CoC;
  - e. The stability of applicants and sponsoring organizations, and their capacity to administer CoC grants;
  - f. The extent to which applicants and sponsoring organizations understand and effectively collaborate with the CoC system by, among other things, participating in relevant committees and workgroups and providing timely notice of proposed additions to or changes in their policies, procedures or services;
  - g. Project adherence to individual and system-wide eligibility standards, Housing First policies, and Fair Housing and Equal Access policies; and
  - h. Staff participation in required professional development and other professional development opportunities.
3. Develop, annually review and oversee the adherence of grievance procedures for

organizations contesting funding recommendations;

4. Consult with actual and prospective recipients of CoC funding to establish individual performance targets;
5. Ensure that:
  - a. The CoC Coordinator is monitoring the performance of recipients and subrecipients of CoC and ESG funding in accordance with established procedures and bringing to the attention of the workgroup any performance issues that jeopardize the funding they are receiving;
  - b. the CoC Coordinator is following established procedures to resolve any performance problems;
6. Consult with the CoC Coordinator and the Collaborative Applicant to develop for CoC approval impartial procedures and, to the extent possible, objective criteria to be used in evaluating, ranking and recommending to the CoC all other applications for funding that must be endorsed by the CoC;
7. Consider applications that may not meet HUD requirements but show promise to address aspects of homelessness in Jackson County for presentation to local funders or other funding sources; and
8. In partnership with the CoC Coordinator, monitor potential funding sources for CoC members that may not meet HUD requirements but show promise to address aspects of homelessness in Jackson County, and disseminate this information broadly.

D. HMIS/CES Workgroup. The HMIS/CES Committee will work with the HMIS Lead, and CoC and ESG program recipients to:

1. Develop, annually review, and, as necessary, revise for CoC approval a privacy plan, security plan and data quality plan for the HMIS as well as other policies and procedures required by regulations and notices issued by HUD;
2. Develop for CoC approval and implement a plan for monitoring the HMIS to ensure that:
  - a. Recipients and subrecipients consistently participate in the HMIS;
  - b. HMIS is satisfying the requirements of all regulations and notices issued by HUD; and

- c. The HMIS Lead is fulfilling the obligations outlined in its memorandum of understanding with the CoC, including the obligation to enter into written participation agreements with each contributing HMIS organization;
  3. Establish and implement policies and procedures for operating a system for central registration of all individuals and families requesting homeless services and for uniformly assessing the needs of these individuals and families for housing and services;
  4. Develop and revise, as necessary, written standards for providing CoC assistance that at a minimum include:
    - a. Policies and procedures for evaluating individual's and family's eligibility for assistance;
    - b. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
    - c. Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance;
    - d. Standards for determining what percentage or amount of rent each program participant must pay while receiving re-housing assistance;
    - e. Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and
    - f. A specific policy to guide the operation of the CES in addressing the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers; and
  5. Develop and revise as necessary procedures for monitoring the CES and correcting any identified deficiencies.
- E. Housing Pipeline Workgroup. The Housing Pipeline Workgroup is created to address housing impediments that impact the CoC's ability to eliminate homelessness.

This workgroup will include representatives from local planning departments, housing developers, legal services, financial institutions and homeless services providers to identify and address impediments to creating new permanent supportive housing and other affordable housing for chronically homeless and those at risk of becoming

homeless. The Housing Pipeline Workgroup will:

1. Map sites for potential housing region-wide;
  2. Identify potential projects and address barriers to development of new project possibilities;
  3. Work with applicants to address barriers to approval before projects are brought to elected bodies for consideration; and
  4. Develop a goal of ensuring multiple projects are in the pipeline as funding becomes available.
- F. Target Population Workgroups. Workgroups focused on the unique issues of priority populations including veterans, victims of domestic violence, unaccompanied youth, families with children, older adults and individuals with physical and mental disabilities will meet from time to time to identify and address issues to bring to other workgroups and the CoC. These workgroups are encouraged to meet collectively to identify shared issues which may be surfacing in different meetings.

## **Article VII. Ad Hoc Workgroups**

Ad Hoc Workgroups are intended to address specific issues and then disband with the permission of the CoC Board.

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## **Article VIII. Appointment of Agents and Designation of HMIS System**

- A. Lead Agency. ACCESS, the Community Action Agency of Jackson County, serves as the Lead Agency as designated by and under governance of the CoC Board. The Lead Agency is responsible for the coordination and oversight of the CoC planning efforts and participates in the development, review and amendment of the Governance Charter. The Lead Agency may also be referred to as the Collaborative Applicant, maintaining the authority to certify and submit the CoC Consolidated Application and apply for CoC planning funds on behalf of the CoC. Additional responsibilities include all fiscal and compliance activities of the CoC grant, as defined by HUD.
- B. HMIS Lead. ACCESS serves as the CoC HMIS Lead and will maintain the CoC data collection system, ensure compliance with HUD requirements, provide training and support to CoC partners and supervise the annual Point-in-Time Count. In addition, the HMIS Coordinator will monitor and support the CES.
- C. HMIS Designation. Service Point has been designated by the State of Oregon as the HMIS for the State, including Jackson County.

- D. CoC Coordinator. ACCESS will employ and supervise a CoC Coordinator who will carry out the duties outlined in this Charter and in the Coordinator job description.

## **Article IX. Code of Conduct and Conflicts of Interest**

- A. Attendance and Conduct. Board members, officers, general CoC membership, employees and other agents of the CoC must exercise care, diligence and prudence when acting on its behalf. These individuals must complete on time the work they have agreed to undertake. As required by their respective positions, they must attend CoC Board and workgroup meetings and be prepared to discuss matters presented for their deliberation.

Absence without notice or explanation for three meetings within a fiscal year, or repeated failure to complete work assignments will be grounds for removal from the CoC Board

and from any workgroup to which an individual has been assigned. In addition, repeated failure to participate thoughtfully and respectfully in discussions or persistent disruptive or obstructive conduct during meetings will be grounds for removal from the CoC.

- B. Conflicts of Interest.

1. Board members, workgroup members, committee and subcommittee members, employees and other CoC agents 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. Failure to honor these rules will be grounds for removal from the CoC Board and any of its workgroups, committees and subcommittees.
  - a. CoC Board members, workgroup members, committee and subcommittee members, and other employees or agents may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to: 1) any organization they or a member of their immediate family represents; or 2) any organization from which they or a member of their immediate family derives income or anything of value; and
  - b. Whenever CoC Board members, workgroup members, committee and subcommittee members, employees, and other CoC agents or any of their immediate family members have a financial interest or any other personal interest in a matter coming before the CoC or one of its workgroups, they must: 1) fully disclose the nature of the interest; and 2) withdraw from discussing, lobbying and voting on the matter.
2. Any matter in which CoC Board members or any other members have an actual or potential conflict of interest will be decided only by a vote of remaining voting

members. In addition, the minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested CoC Board member's or another member's actual or potential conflicts of interest and their abstention.

3. CoC Board members, other members, employees and agents must sign a conflict of interest form annually, affirming that they have reviewed the conflict of interest policy and have disclosed any conflicts of interest that they face or are likely to face in fulfilling their duties of one or more roles identified herein.

## **Article X. Advocacy**

Advocacy is an essential strategy in ending homelessness in Jackson County; however, as a system representing a continuum of care, it is important that the CoC follow procedures to ensure that positions are properly vetted and represent the views of the CoC body. The following procedures are designed to ensure a broad and consistent voice from the CoC:

- A. Any CoC member is encouraged to bring issues to the attention of the full body which may positively or negatively impact the elimination of homelessness in Jackson County;
- B. By email to the Executive Committee, a member or members should describe the nature of the issue, the position she or he wants the CoC to take, how the position will help eliminate or not worsen homelessness in Jackson County, and the timeliness of response required;
- C. Support or opposition to advocacy positions may be taken by the Executive Committee. The primary role of the Executive Committee is vetting for relevancy and thoughtfulness. It is not necessary for the Executive Committee to agree with the position of the advocate. If the position is well considered, the Executive Committee is expected to forward the request to the CoC members;
- D. If a majority of member respondents oppose a position, it may not be forwarded as a position of the CoC. Individuals are welcome to advocate for personal positions; and
- E. If a majority of member respondents support a position, the Chair will assign one or more authors to finalize the position to be used by all members on behalf of the CoC. This position may vary from the original request to address concerns raised through this vetting process.

## **Article XI. Approval of Governance Charter and Subsequent Amendments**

- A. Scope of the Governance Charter. The CoC Governance Charter includes Articles I through XI, which establish a framework for governing the CoC, complemented by a series of written documents that establish the policies and procedures needed to comply

with Subpart B of 24 CFR Part 578 and other policies, procedures, and agreements governing the routine operations of the CoC. These documents include the Coordinated Entry Written Standards and the HMIS Policies and Procedures.

- B. Approval and Subsequent Amendment of CoC Governance Framework. The governance framework outlined in Articles I through XI of the Charter and every subsequent amendment to that framework must be ratified (or approved) by 3/4<sup>th</sup> of the CoC Membership.
- C. Approval and Subsequent Amendment of Operating Policies and Procedures. The operating policies, procedures, and agreements incorporated into the Charter as appendices and every subsequent amendment or addition to those policies, procedures and agreements must be approved by the CoC membership.
- D. Regular Reviews of the Governance Charter. In consultation with the Collaborative Applicant, the CoC Coordinator and the HMIS Lead, the Executive Committee may review the Charter annually and recommend to the CoC members changes to improve the functioning of the CoC and maintain compliance with federal and state regulations. In addition, at a minimum of every five years after initial approval of the Charter, the CoC Board will invite interested members to participate in a review of the Charter. Based on the consensus achieved in that discussion, the CoC Board will provide the opportunity to CoC members to ratify recommended revisions to the Charter at their next semi-annual meeting.

In the event that the Charter must be amended in a time-sensitive manner, it may be done at a regular or special meeting by action of the Executive Committee and with proper notice.