

INGHAM COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

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INGHAM COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

Purpose of the CoC

The Ingham County Continuum of Care, herein referred to as the “CoC”, has been formed to carry out the responsibilities required under HUD regulations, set forth at 24 C.F.R. § 578 – Continuum of Care Program, in Ingham County. The CoC is comprised of a broad group of stakeholders dedicated to ending and preventing homelessness in Ingham County.

CoC Membership

CoC membership represents local organizations and projects serving the homelessness subpopulations within Ingham County, including nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.

The CoC Membership is responsible for the selection of members of the Governing Board and the adoption of the CoC Governance Charter. The Governing Board may bring other decisions to the full membership for voting at their discretion. CoC members are encouraged to participate in CoC Committees, Membership Meetings, Board Meetings and networking opportunities convened by the CoC.

Membership Tiers

There are three tiers of membership:

- **Non-Voting General Member:** this membership tier is open to individuals and organizations with a desire to be informed about and participate in the work of the CoC, without any condition of participation or limitations. This membership is open to any persons affiliated with a Voting Agency Member, persons with lived experience, persons working in other systems, interested community members, elected officials, etc. Non-voting members are encouraged to participate in committees and attend both membership and board meetings as they like but will not be able to vote on any CoC membership votes. This membership does not pay dues.
- **Voting Agency Member:** this membership tier is open to organizations and agencies operating within the CoC’s homelessness response system and other connected systems with a commitment to resolving homelessness.

Agency Members shall have a single vote for their entire organization. Organizations will designate a representative to vote on their behalf in their membership application. That representative may designate a proxy for any given vote, but only one representative will be allowed to vote in any single CoC membership vote. Large organizations, such as state and county governments, may have more than one Voting Agency Membership for distinct departments/divisions if they have different mission and leadership. This membership will pay annual dues, beginning the calendar year after their initial membership application.

- **Voting Individual Member:** this membership tier is open to all interested individuals, who are *not affiliated* with any Voting Agency Member. Affiliation includes staff and board members of programs. Current or former service recipients are not excluded from becoming an Individual Member, even if they receive services from a Voting Agency Member. Individual Members will have a single vote for all CoC membership votes. Individual Members may not designate someone to vote on their behalf. This membership will pay dues, beginning the calendar year after their initial membership application. Persons with lived experience of homelessness with individual memberships will not be required to pay dues at any time.

Those wishing to become members will complete an annual membership packet where they will select their membership level. Members are encouraged to participate in CoC activities through participation in Membership Meetings, CoC Committees and advisory work groups.

A member is considered in good standing if

- The member has previously attended Membership Meetings, Network Meetings and/or has previously participated in a committee, and
- Has paid any required dues on time.

The CoC will publish and appropriately disseminate, in conjunction with the Collaborative Applicant, an open invitation at least annually for organizations and individuals within the CoC area to join as new CoC members. The Collaborative Applicant will document recruitment efforts.

Dues

New members will not pay dues until the calendar year after their initial membership application.

Dues will be based on the membership level. Annual dues amounts will be recommended by the CoC Executive Committee and approved by the CoC Governing Board. Dues will be published in the annual Membership Application.

Dues will be used for staffing, operations and other needs of the CoC and will be overseen by the Board Treasurer in accordance with publicly acceptable accounting methods. The Finance Committee will present a financial report, including the status of dues payments, income and expenses to the Governing Board annually. This report will be used to determine the dues rate for the following year.

Meetings

The CoC Board will hold meetings of the full Ingham County CoC membership at least twice annually. The CoC Board or its designee will announce the date, time and location of these meetings at least 30 days in advance and will publish the meeting agenda at least one week before the date of the meeting. Meeting agendas will be posted online at [website] for review prior to the meeting. Minutes of membership meetings will also be posted online no later than 30 days after the meeting.

Network Meetings will continue to be organized and staffed by the CoC Coordinator and Governing Board. Monthly Network Meetings shall not be considered Membership Meetings unless specifically designated as such. At least two Network Meetings annually will be designated as Membership Meetings and will be subject to the requirements of Membership Meeting notification and minutes. The designation of any Network Meeting as a Membership Meeting will be clearly indicated in advance by the meeting agendas and communications.

Responsibilities of the CoC Membership

The CoC is responsible for ensuring community-wide implementation of efforts to end homelessness and ensuring programmatic and systemic effectiveness of the local Continuum of Care program.

Specific responsibilities of the CoC membership are the following:

Implementation and Effectiveness

- Identifying and communicating current and emerging needs related to affordable housing and homelessness to the CoC Board
- Identifying, supporting, and advocating for program and systemic changes to improve services and outcomes for homeless and at-risk populations
- Assessing progress on strategic priorities, and informing the strategic planning process and CoC policies and procedures
- Helping to engage, inform, and educate the broader community about effective solutions for ending and preventing homelessness
- Participate in CoC Committees and workgroups to support the community wide strategy and vision for responding to homelessness in Ingham County.

CoC Administration

- Recommending individuals with the knowledge and skills necessary to support, advise, or provide technical assistance to the Collaborative Applicant (the entity that coordinates the CoC Notice of Funding Opportunity (NOFO) application and undertakes other CoC administrative duties), HMIS Lead (the entity that implements the HMIS for the CoC), and CoC or CoC Board committees to ensure the efficient and effective operations of the CoC
- Nominating members for the CoC Board
- Recommending the Collaborative Applicant (for Board selection)
- Adopt and follow the CoC Governance Charter whenever changes are made and no less than every five years.

Formation and Purpose of the CoC Governing Board

The CoC shall establish a Governing Board to act on behalf of the CoC. Its key purposes are to be the driving force behind systems change to end and prevent homelessness and to provide the resources to support system change.

The CoC Board will be informed by committees and workgroups and supported by the Collaborative Applicant.

Membership of the CoC Board

At the time of adoption of the Governance Charter, the CoC Board will be composed of 12 elected members and 7 appointed members.

The 12 elected members will prioritize representatives from the following agencies or experiences:

- Persons personally impacted by homelessness
- Communities more likely to experience homelessness in Ingham County
- Special populations, such as Youth, DV, Veterans, Elderly, that are not represented by people in other positions on the board
- Affordable Housing Developers and/or Public Housing Authorities
- Legal/Justice System
- Philanthropy
- Local Business

The following 7 entities are appointed a single seat each. Each entity shall select their own representative to serve in the designated seat with no term limits or need for election by the membership.

- Ingham County
- Education System
- People who are personally impacted by homelessness
- City of Lansing (ESG recipient)
- City of East Lansing
- MDHHS
- Community Mental Health

Representatives from the HMIS Lead, Collaborative Applicant, and HARA shall participate in the governance board but will not be elected or voting members.

Term Limits

Each board member will be elected to a 3-year term. Board members can have 2 consecutive terms before they are required to take at least a 2-year break from the CoC board. Partial terms, as a result of special elections to fill the remaining portion of another person's term, will not count as a full term towards term limits.

For regular elections, all terms will begin January 1st the year following the election and end on December 31st of the third year.

CoC Board Selection, Appointment, and Removal

Nominations

The 12 elected board members will be elected in 3 groups of 4 members each year. This ensures that no more than a third of the board will turn over in any given year.

The Membership & Communication committee will conduct an annual analysis of the current board composition including term limits, populations represented, and expertise to target the solicitation of nominations to fill prioritized and necessary perspectives on the board. The committee will solicit nominations via listserv prior to the Fall membership meeting. They will then submit the slate of candidates, the board composition analysis, and board member applications to the CoC membership for the full vote.

Resignations

Any Member may resign by submitting a written resignation either at a meeting of the CoC Board or to the CoC Executive Committee, and such resignation shall become effective forthwith without need of any acceptance, unless otherwise specified therein.

Removal

Any Member may be suspended for a period of time or removed for cause by the Board of Directors. A Member removed by the Board of Directors may appeal for

re-instatement to the Members at one of the semi-annual Membership Meetings and may be reinstated upon the majority vote of the Members in good standing at such meeting.

Notwithstanding the foregoing, the non-payment of dues by a Member by the first held General Network meeting of the fiscal year, shall result in automatic suspension of a Members' rights and privileges. If the delinquent dues are paid anytime after all rights and privileges of said Member shall automatically be re-instated.

Officers

The CoC Governing Board will select officers from its current board members. Officers shall be Chair, Vice Chair, Secretary and Treasurer. These officers will comprise the CoC Executive Committee.

Officers shall serve a two-year staggered term. The Chair and Secretary turn over one cycle and the Vice Chair and Treasurer turn over in the opposite cycle. This ensures that no more than 2 of the 4 officers turn over in any given year.

Officers may serve two consecutive terms. Terms shall begin the first of the month after the meeting at which they are elected. Officers shall be elected at the first board meeting after the new year. Any Governing Board member can nominate a current member of the CoC Board to serve as an officer. Governing Board members may also nominate themselves for officer positions. Elections shall be by ballot for any position with more than one nominee. A vacancy in any office shall be filled by the Board with a special election at the next scheduled board meeting.

CoC Board Responsibilities

The CoC Board is responsible for the following:

Structure and Governance

- Appointing all committees, sub-committees, ad-hoc committees, or workgroups as needed
- Reviewing the Governance Charter at least annually and as needed for urgent matters
- Designating a committee or ad-hoc workgroup to draft changes to the governance charter if changes are needed
- Put any revisions to the Governance Charter before the full membership for adoption
- Designation of a Collaborative Applicant to support the submission of the annual CoC NOFO application and other duties as assigned by this Governance Charter
- Routine monitoring of the Collaborative Applicant

- Approval of final program applications to be submitted with the Consolidated Application for the CoC NOFO

System Performance

- Reviewing recommendations from the CQI committee for recipient and subrecipient performance and outcomes of ESG and CoC programs
- Approving and monitoring any corrective action plans

Coordinated Entry

- Establishing and consistently following written standards for providing CoC assistance, in consultation with recipients of ESG program funds
- Establishing an ad-hoc workgroup to review and revise written standards for providing CoC assistance as necessary
- Establishing and operating a coordinated entry system, in consultation with the recipients of ESG program funds
- Establishing a Coordinated Entry Committee to oversee the implementation and operations of Coordinated Entry
- Approving all Coordinated Entry Policies and Procedures

HMIS

- Designating a single HMIS for the CoC and designating an eligible HMIS Lead to manage Ingham County's HMIS system
- Reviewing, revising, and approving privacy, security, and data quality plans
- Ensuring that the HMIS is administered in compliance with HUD requirements
- Ensuring that the HMIS Lead completes all necessary federal, state and local reports accurately and on time
- Regular monitoring of the HMIS Lead role

System Planning

- Approving plan for allocating ESG funds and reporting/evaluating performance of ESG programs with consultation from State and local ESG recipients

CoC Board Meetings

The Board shall hold no fewer than 6 meetings per year. All meetings are open to all tiers of membership and the public. Meetings may be held virtually or in person as needed.

Special meetings of the CoC Board may be called with three (3) days notice by the Executive Committee or by a majority vote of the Board, or upon written request of ten CoC members.

Except in the case of Special Meetings, meeting agendas will be distributed via listserv at least one week in advance of the meeting, including notice of any intended votes.

Decision Making and Quorum

Matters voted on by the CoC Membership do not have a required quorum. Votes pass with simple majority (50%+1) of voting attendees. Governing Board votes require a 2/3rd quorum for voting. Governing Board Votes pass with a simple majority (50%+1). All votes require advance notice on the meeting agendas.

Electronic voting is allowed during the designated meeting time only. The CoC Executive Committee may call for a special electronic vote of the Governing Board in the event of an emergent need where it is not possible to convene a Governing Board meeting in a timely manner.

Designation of a proxy in place of the authorized representative for Voting Agency Members is allowed. The designated representative must provide the CoC Coordinator with advance notice of the use of a proxy for votes.

Only members in good standing may vote.

Committees

Each committee will have a clear purpose, utilize agendas and minutes, and communicate its recommendations and concerns to the Governing Board as appropriate. It is the intention of the CoC that all Committees operate in a manner which is open, fair, and transparent. Each committee will make every effort to have membership by persons with lived experience. Committees will be open to people (CoC members, Collaborative Applicant staff, and others) who have expertise and interest in the subject matter of the committee, as well as persons with lived experience.

The CoC will have the following committees:

- Membership and Communications
- Continuous Quality Improvement (CQI)
- Finance
- Coordinated Entry
- Shelter Coordination

Committees are required to select a chair and/or co-chairs. The chair is not required to be a board member, except for the Finance Committee, which shall be chaired by the Treasurer. Committees are encouraged to have a member take notes at every meeting.

Ad-hoc committees and advisory work groups may be appointed by the CoC Governing Board. They may be tasked with preparing periodic reports or presentations to the Board and otherwise carrying out CoC activities. Ad-hoc committees and work groups shall be dissolved upon the completion of their task.

Committees Roles and Responsibilities

Membership Committee

- Identifying strategic membership recruitment and inviting new members

CQI Committee

- Monitoring recipient and subrecipient performance and outcomes of ESG and CoC programs (e.g. project APRs, HMIS system level data reports, etc.) and reporting to HUD and other funders as required
- Establishing performance targets appropriate for population and program type in consultation with recipients and subrecipients
- Coordinating the implementation of a housing and service system
- Conducting an annual gaps analysis of homelessness needs and services

Coordinated Entry Committee

- Establishing and operating a coordinated entry system, in consultation with the recipients of Emergency Solutions Grants program funds
- Coordinating the implementation of a housing and service system

Finance Committee

- Consult with State and local ESG recipients in the geographic area on the plan for allocating ESG funds and reporting/evaluating performance of ESG programs

Shelter Coordination Committee

- Coordinating the implementation of a housing and service system

Each committee will create a charter and an annual workplan and provide quarterly updates to the Coc Governing Board.

System Roles

Collaborative Applicant

The CoC Governing Board shall designate an eligible entity to serve as the CoC's Collaborative Applicant to act on its behalf and carry out the following duties and

responsibilities, provided that the CoC shall retain responsibility for all duties and responsibilities.

The Collaborative Applicant is responsible for administering a fair, consistent, and transparent CoC funding process; and collecting and combining the required application information from all CoC Program funded projects within the geographic area. The Collaborative Applicant is also responsible for submitting the annual application to HUD for Continuum of Care Program funding and to apply for Continuum of Care Planning dollars on behalf of the CoC.

Additionally, the Collaborative Applicant is responsible for the following duties (either by completing the duty or contracting to complete it) in support of CoC operations:

- Handling administrative logistics of notice and minutes for CoC Membership and Governing Board meetings
- Ensuring that review of the governance charter is on the annual board calendar and a representative of the Collaborative Applicant participates in the review process
- Ensuring that adoption of the Governance Charter by the CoC Membership occurs every time the charter is changed, or at least once every five years
- Support the monitoring of recipient and subrecipient performance, evaluating outcomes, and taking actions against poor performers
- Coordinating planning of the Point-in-Time count of homeless persons at least biennially
- Employ staff to support the CoC Governance Board, its active committees, and the CoC Membership providing technical assistance, research, policy guidance, and other duties as requested and assigned

HMIS Lead

The CoC Governing Board shall designate an entity to serve as the CoC's HMIS Local Lead to carry out the following duties and responsibilities, provided that the CoC shall retain responsibility for all duties and responsibilities.

The CoC designates the HMIS Local Lead Agency to manage HMIS operations on its behalf and to provide HMIS administrative functions at the direction of the CoC through the CoC Governance Board and the HMIS Advisory Board. The HMIS Lead is responsible for HMIS implementation (either by completing the duty or contracting to complete it), which includes the following duties:

- Implementing the statewide HMIS implementation in Ingham County CoC
- Coordinating with the statewide HMIS Lead

- Monitoring recipient and subrecipient performance and outcomes of ESG and CoC programs (e.g. project APRs, HMIS system level data reports, etc.) and reporting to HUD and other funders as required
- Establishing performance targets appropriate for population and program type in consultation with recipients and subrecipients
- Support the monitoring of recipient and subrecipient performance, evaluating outcomes, and taking actions against poor performers
- Participating in establishing and operating a coordinated entry system, in consultation with the recipients of ESG program funds
- Reviewing, revising, and approving the privacy, security, and data quality plans for the HMIS
- Reviewing, revising, and approving the HMIS policies and procedures
- Ensuring consistent participation of recipients and sub-recipients in the HMIS
- Ensuring HMIS administration is compliant with HUD requirements
- Participating in conducting a Point-in-Time count of homeless persons at least biennially
- Providing information required to complete the Consolidated Plan(s)
- Ensuring all federal, state, and local reports are submitted completely and on time

Conflict of Interest

The CoC Governance Board and Committee members will review and comply with the current CoC Conflict of Interest policies and procedures and complete the conflict of interest statement annually.

Amendment and Review

The CoC will review the Governance Charter at least annually. Adoption of any amendments to the charter requires a majority vote at a regularly scheduled meeting of the CoC Membership.