

# MID FLORIDA HOMELESS COALITION

## CONTINUUM OF CARE

FL-520 Citrus, Hernando, Lake and Sumter Counties

## GOVERNANCE CHARTER

### **I. PURPOSE**

#### **A. CONTINUUM OF CARE**

The Continuum of Care (CoC) is defined as the group organized to carry out the responsibilities required under the HEARTH Act, composed of representatives of organizations including nonprofit homeless providers, victim service providers, faith-based organizations, government, business, advocates, public housing agencies, school districts, social service providers mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless, and formerly homeless veterans, and homeless and formerly homeless persons.

#### **B. GOVERNING BOARD**

The Governing Board is the lead decision-making body of this CoC, and will provide ongoing leadership and administrative oversight to fulfill the purpose of the CoC. The Governing Board will provide this CoC the guidance and advocacy needed to effectively implement policies, strategies and activities toward ending homelessness. The Governing Board of this CoC approves the local process for applying, reviewing and prioritizing project applications for funding from the Homeless CoC program within the United States Department of Housing and Urban Development (HUD) as well as other federal and state funding.

#### **C. COLLABORATIVE APPLICANT - CoC LEAD AGENCY**

Mid Florida Homeless Coalition (hereafter referred to as the CoC Lead Agency/Collaborative Applicant) has been designated by the Continuum of Care as the collaborative applicant and allowed to apply for a grant for Continuum of Care planning funds. Mid Florida Homeless Coalition has also been designated as the organization to coordinate the policies, strategies and activities of the community toward ending homelessness for a four county area comprised of: Citrus, Hernando, Lake and Sumter Counties. 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 homeless issues, providing advice and input on the operations of homeless services, and measuring performance of this CoC.

## **II. RESPONSIBILITIES**

### **A. MEMBERSHIP**

This CoC is comprised of a homeless or formerly homeless advocate, community organizations and agencies, through their representatives after completing the membership application process, in the counties of Citrus, Hernando, Lake and Sumter, a Governing Board, a CoC Lead Agency/Collaborative Applicant, a Homeless Management Information System (HMIS) lead agency, and a Coordinated Assessment lead agency (an agency may serve as the lead in all capacities).

### **B. MEETINGS**

1. This CoC shall hold meetings of the full CoC membership at least semi-annually. The Governing Board, via the CoC Lead Agency/Collaborative Applicant, will announce the date, time and location of these meetings at least one (1) month in advance to encourage broad participation. The Governing Board, via the CoC Lead Agency/Collaborative Applicant, will distribute written agendas for any CoC meeting via email at least one week prior to the meeting.

2. Any member of the organizations and agencies comprising this CoC may attend meetings with voice. However, only one person shall be designated by each member organization or agency to vote. Each agency will designate a delegate and alternate for voting. CoC meetings are open to the public.

3. The Board and all committees will follow the current edition of Robert's Rules of Order Newly Revised unless they are inconsistent with this Governance Charter or any special rules of order that this CoC may adopt.

### **C. GOVERNANCE CHARTER REVIEW AND AMENDMENT**

1. The Governing Board will review, update if needed, and approve the Governance Charter during the second quarter of each calendar year.

2. Amendment of the Governance Charter requires a majority vote of more than fifty percent (50%) of the members present, including those participating via telephone and/or the internet at a regularly scheduled meeting of this Governing Board. Notice of the scheduled vote to amend the charter must be provided at least one (1) month in advance of the meeting.

### **E. CoC PLANNING**

1. CoC Lead Agency/Collaborative Applicant will coordinate the implementation of a housing and service system within Citrus, Hernando, Lake and Sumter Counties. This system includes:
  - a) Outreach, engagement and assessment,
  - b) Shelter, housing and supportive services, and
  - c) Prevention strategies.
2. CoC Lead Agency/Collaborative Applicant and the Governing Board will develop a strategic plan to end homelessness in Citrus, Hernando, Lake and Sumter Counties using data collected, best practices, local needs and gaps identified, available resources, and input from those committed to ending homelessness.
3. CoC Lead Agency/Collaborative Applicant will develop the plan for and conduct an annual point-in-time count of persons experiencing homelessness within Citrus, Hernando, Lake and Sumter Counties 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. The Governing Board will provide oversight.
4. CoC Lead Agency/Collaborative Applicant will conduct an annual gaps analysis of the needs of people experiencing homelessness, as compared to available housing and services within Citrus, Hernando, Lake and Sumter Counties. The Governing Board will provide oversight.
5. CoC Lead Agency/Collaborative Applicant will consult with the State of Florida, ESG and other Federal and State funders of Citrus, Hernando, Lake and Sumter Counties for reporting on and evaluating the performance of ESG and other Federal and State funds recipients and subrecipients. The Governing Board will provide oversight.
6. CoC Lead Agency/Collaborative Applicant will provide information required to complete the Consolidated Plan(s) within the CoC catchment area with the oversight of the Governing Board.

## **F. HMIS LEAD AGENCY**

The FL-520 Citrus, Hernando, Lake, Sumter Counties CoC, with the approval of the Governing Board, has designated Mid Florida Homeless Coalition, Inc. (MFHC) as the Homeless Management Information System (HMIS) a/k/a Mid Florida Information Network (MFIN) lead agency and the only entity eligible to apply for HMIS HUD funding for this CoC. As the HMIS lead agency, MFHC has the following responsibilities:

1. Annually update, submit to MFIN Representatives for input, provide to Governing Board for approval, and implement HMIS policies and procedures.

2. Review, revise and submit to MFIN Representatives for input, and provide to Governing Board for approval an annual HMIS data privacy plan, data security plan and data quality plan for this CoC.
3. Ensure that the HMIS is administered in compliance with HUD requirements with the oversight of the Governing Board.
4. Provide support and make all efforts to ensure consistent and accurate HMIS participation by all recipients and subrecipients of funds in this CoC including HUD CoC, ESG, as well as other funds requiring entry into HMIS.

## **G. COLLABORATIVE APPLICANT FOR FUNDING**

The FL-520 Citrus, Hernando, Lake, and Sumter Counties CoC with the approval of the Governing Board has designated Mid Florida Homeless Coalition, Inc. (MFHC) as the CoC Lead Agency/Collaborative Applicant to collect, combine and submit the required application information from all applicants. As the CoC Lead Agency/Collaborative Applicant, MFHC has the following responsibilities:

1. Establish the local process with approval by the Governing Board for applying, reviewing, and prioritizing project applications for funding in the annual HUD CoC funding competition, State of Florida Challenge Grant funding, State of Florida Emergency Solutions Grant funding, State of Florida Homeless Prevention Grant funding, and any other funding for which the CoC Lead Agency/Collaborative Applicant is the eligible applicant on behalf of the CoC.
2. Establish priorities with the approval of the Governing Board that align with local and federal policies for recommending projects for HUD CoC grant funding and all funding on behalf of the CoC.
3. Determine with the approval of the Governing Board whether to require the CoC Lead Agency/Collaborative Applicant to apply for Unified Funding Agency designation from HUD.
4. Provide for approval by the Governing Board the final submission of applications in response to the HUD CoC Notice of Funding Availability (NOFA) and other funding for which the CoC Lead Agency/Collaborative Applicant is the eligible applicant on behalf of the CoC.
5. Staff committees.
6. Produce planning materials.
7. Coordinate assessments of local needs/gaps.
8. Collect and report performance data.

9. Monitor program performance.
10. Coordinate resources, integrate activities and facilitate collaboration.
11. Prepare collaborative applications for funding.
12. Recruit and educate stakeholders.

### **III. CoC REGULATIONS AND PROCEEDINGS**

#### **A. CONFLICT OF INTEREST**

No member of this CoC or the Governing Board shall vote on any matters that directly affect the financial interests of that member, his/her immediate family, his/her employer, or an organization or agency for which he/she serves as trustee. Members may not vote on any funding or reallocation of funding to the organization or agency in which they or a family member are employed or have a financial interest.

#### **B. DISCLOSURE**

Disclosure of a conflict of interest or a potential conflict should occur at the earliest possible time and, if possible, prior to a discussion involving such. Individuals with a conflict of interest shall abstain from voting on any issues in which they may have a conflict. An individual with a conflict who is the Governing Board Chairperson shall yield that position during discussion and abstain from voting on the item.

#### **C. COMMITTEES**

1. This CoC will appoint Standing Committees and ad hoc committees, or refer appointment of such committees to the Governing Board. Such committees will fulfill the work of this CoC. The Governing Board may also appoint ad hoc committees whenever it deems necessary.

2. Standing Committees shall include:

- a) CoC Plan Coordination Committee;
- b) Coordinated Assessment and Mid Florida Information Network (MFIN) Committee;
- c) Performance Measurement and Grant Review Committee;
- d) CoC Ending Homelessness Committee; and
- e) Veterans Committee.

3. Ad hoc committees may be appointed to develop and recommend solutions to a specific issue or to complete a specific project.

4. At least one (1) member of the Governing Board shall be included as Chair in the membership of each Standing Committee. Any member(s) of the Governing Board may be included in the membership of any ad hoc committee.

5. Other membership on Standing Committees and ad hoc committees may include:

- a) Members of organizations and agencies comprising this CoC;
- b) Interested stakeholders in the geographic area of this CoC who are not members; and
- c) Relevant experts.

6. Standing Committees and ad hoc committees shall each have:

- a) A clearly stated purpose;
- b) Goals; and
- c) An overall timeline for addressing issues or problems within the committee's purview.

7. The members on Standing Committees shall serve a term of one (1) year but shall not be limited in the number of terms that they may serve. Each ad hoc committee shall serve until the completion of its specific purpose and/or the presentation of its final report.

8. After each meeting, the Committee Chair shall present its progress to the Governing Board at its next meeting. Each committee shall also make a report at the regular meetings of this CoC.

## **D. CoC MEMBERSHIP RECRUITMENT AND OUTREACH**

1. This CoC will regularly publish an open invitation for persons within its geographic area to join as new members of this CoC. Recruitment efforts will be documented by the CoC Lead Agency/Collaborative Applicant.

2. This CoC and its CoC Lead Agency/Collaborative Applicant will recruit, identify and address membership gaps in essential sectors, such as key providers or other vital stakeholders. This CoC and its CoC Lead Agency/Collaborative Applicant 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 geographic area of this CoC and are available to participate in this CoC:

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| a) Nonprofit homeless assistance providers | p) Hospitals and Health Clinics              |
| b) Homeless and Formerly Homeless Persons  | q) Law Enforcement                           |
| c) Advocates for the homeless and at risk  | r) Public Libraries                          |
| d) Social services providers               | s) Institutions of Higher Learning           |
| e) Mental Health Agencies                  | t) Businesses                                |
| f) Substance Abuse Service Organizations   | u) Local Job Councils                        |
| g) Victim Service Providers                | v) Other relevant organizations and agencies |
| h) Child welfare                           | w) Local Jails                               |
| i) Foster care                             | x) EMT/Crisis Response Team(s)               |
| j) Veteran organizations and agencies      | y) Disability Service Organizations          |
| k) Local Government Staff/Officials        | z) Disability Advocates                      |
| l) Faith-based organizations               | aa) Youth Homeless Organizations             |
| m) School Administrators/Homeless Liaisons | bb) Domestic Violence Advocates              |
| n) Public Housing Authorities              | cc) Street Outreach Team(s)                  |
| o) Affordable Housing Developer(s)         | dd) LGBT Advocates                           |

## **IV. THE GOVERNING BOARD**

### **A. BOARD MEMBERSHIP AND ELECTION**

1. Representatives of member organizations and agencies of this CoC will be selected to form a robust group to include the following:

- a) Mainstream service providers whose agencies impact and are impacted by homelessness;
- b) Those with access to critical resources; and
- c) Those who bring homeless and housing expertise.

2. There will be up to thirteen (13) members of public & private sectors vested in homelessness issues throughout the four (4) county area. The Governing Board will include the following:

- a) At least one (1) currently or formerly homeless person (in accordance to the current definition of homeless by HUD), and
- b) At least one (1) ESG-funded agency representative;

3. Candidates for election to the Governing Board shall be nominated at the June meeting of this CoC. Any member of an organization or agency that comprises this CoC may be nominated or self-nominated. The election of Board members shall take place at the June meeting by a majority of more than fifty percent (50%) of the eligible voters present and those participating via telephone and the Internet. Only one (1) representative of each member organization or agency of this CoC shall vote. This CoC must ensure that the members elected to the Governing Board meet the criteria of Sections 1, 2 and 3 above.

### **B. TERMS OF OFFICE FOR THE BOARD**

The members of the Governing Board shall serve a term of two (2) years, but shall not be limited in the number of terms that they may be elected to serve. Terms will be staggered to serve continuity of the board. In the case of a vacancy, the board can appoint an interim officer until next election.

### **C. BOARD OFFICERS**

1. The Governing Board shall have a Chairperson and a Vice Chairperson elected from among and by the members of the Governing Board. These officers shall be elected by a majority vote annually in June or as soon as possible in the subsequent months. The officers shall serve in their respective offices for a term of one (1) year and not be limited in the number of terms that they may be elected to serve.

2. The Chairperson is responsible for the following:

- a) Preside at all meetings of this CoC and Governing Board meetings;

- b) Engage in other activities relevant and appropriate to its purpose, charge and powers;
- c) Ensure the maintenance of all records of all CoC and Governing Board proceedings, including all standing committees with the assistance of CoC Lead Agency/Collaborative Applicant staff; and
- d) Ensure the dissemination of Board meeting minutes to each member of the Governing Board for review and approval at the next meeting.

3. The Vice Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.

4. An officer who is not fulfilling his/her responsibilities to this CoC and the Governing Board may be recalled upon the majority of vote of the Governing Board. A new officer shall be elected from among and by the members of the Governing Board.

#### **D. BOARD MEETINGS**

1. Governing Board members shall meet at least quarterly at a time agreed to by the membership. The Chairperson will announce the date, time and location of these meetings at least two (2) weeks in advance.

2. The vote of the majority of members present at a meeting at which there is a quorum is enough to constitute an act of the Governing Board. A quorum is determined when at least fifty percent (50%) of the Board members are present as well as participating via telephone or the Internet.

3. Members shall notify the Chairperson of their expected absence in advance of any scheduled meeting.

4. A member who in the course of a year fails to take part in three (3) or more meetings without advance notice of his/her absence may be replaced. The replacement may be nominated and elected at a subsequent meeting of this CoC in accordance to the criteria in Article IV. Part A. Sections 2 and 3.

#### **E. BOARD MEMBER RESPONSIBILITIES**

1. Each member of the Governing Board is expected to:

- a) Attend regularly scheduled meetings and contribute to informed dialogue on actions that the Board undertakes;
- b) Serve on at least one (1) committee of this CoC;
- c) Contribute to the overall direction and leadership of this CoC;
- d) Provide input for strategic planning, goal-setting and formal decision making on behalf of this CoC;
- e) Participate in establishing, monitoring and evaluating system and program outcomes;



- f) Participate in establishing priorities for and making decisions about the allocation of CoC resources;
- g) Receive and review all reports and evaluate recommendations from committees;
- h) Assist in establishing committees as needed to perform CoC functions; and
- i) Assist in providing official communications from this CoC, including advocacy and public education efforts.
- j) Develop policies and procedures as needed to ensure that the Governing Board operates efficiently, affectively, as well as assuring the processes are open and available to the public.
- k) Develop policies and procedures as needed to ensure that the CoC is operating in a manner that will make homelessness Rare, Brief and Non-recurring.

2. A member who is not fulfilling his/her responsibilities as a member of the Governing Board may be counseled by the Chairperson and warned of being replaced. If there is little or no improvement, then a decision to have that member replaced will be made by a majority vote of the Governing Board. The replacement may be nominated and elected at a subsequent meeting of this CoC in accordance to the criteria in Article IV. Part A. Sections 2 and 3.

3. If a member of the Governing Board wishes to resign, he/she shall submit a letter of resignation to the Chairperson at least two (2) weeks before the resignation date.

#### **F. BOARD RELATIONSHIP WITH THE CoC MEMBERSHIP**

1. The meetings of the Governing Board will be open to the full membership and the public.

2. Minutes of Governing Board meetings will be posted on the CoC Lead Agency/Collaborative Applicant website.

3. Between meetings of this CoC, the Governing Board will keep the full membership involved by including CoC members in committees and by sharing information (resources for homeless service providers, planning and implementation progress, data about homelessness in the region, and funding availability) via the CoC Lead Agency/Collaborative Applicant through email and/or the CoC Lead Agency/Collaborative Applicant website.

4. Develop, follow and update annually the Governance Charter, procedures and policies for this CoC to comply with HUD requirements and with HMIS requirements, and a code of conduct and recusal process for the Governing Board and any person acting on behalf of the Governing Board.

5. Establish a Lead Agency to operate a coordinated assessment system. In consultation with recipients of Emergency Solutions Grant (ESG), HUD CoC funds, and other Federal and State funds within this CoC, oversee a coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and

services. Governing Board to keep CoC Members apprised of the policies of the coordinated assessment system.

**6.** CoC Lead Agency/Collaborative Applicant in consultation with recipients of ESG, HUD CoC funds, and other Federal and State funds within this CoC, establish, obtain Governing Board approval, and consistently follow written standards for providing CoC assistance. Governing Board to keep CoC Members apprised of updates to Written Standards.

**7.** CoC Lead Agency/Collaborative Applicant, in consultation with recipients, subrecipients, and other community stakeholders to establish performance targets appropriate for population and program type, and obtain Governing Board approval. Governing Board to keep CoC members apprised of these performance targets.

**8.** CoC Lead Agency/Collaborative Applicant to monitor performance of this CoC and of HUD CoC recipients, subrecipients of ESG and other Federal and State funds that flows through the CoC Lead Agency/Collaborative Applicant, and other grants as outlined by existing policies, provide technical assistance and support to underperforming projects and programs, obtain Governing Board approval for taking corrective action and/or re-allocations whenever standards are not met. Governing Board to keep CoC members apprised of re-allocations or other funding changes that affect the CoC.

**9.** Evaluate the outcomes of projects and programs of this CoC funded under the Grants program of HUD as outlined by existing policies.

**10.** CoC Lead Agency/Collaborative Applicant will report the outcomes of projects of this CoC to any grantor as required, provide same data to Governing Board, and Governing Board to keep CoC apprised of project outcomes that affect the CoC.

**11.** CoC Lead Agency/Collaborative Applicant will educate CoC members, and the community on homeless issues with the oversight of the Governing Board.

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