



Contents

[**Overview and Purpose**](#_1exwhyv0xhxu) **3**

[**Mission and Vision of the CoC**](#_30j0zll) **3**

[**Collaborative Applicant**](#_1fob9te) **3**

[**HMIS Lead Agency**](#_3znysh7) **4**

[**HMIS Software**](#_2et92p0) **4**

[**Geographic Boundaries of CoC**](#_tyjcwt) **4**

[**Emergency Solutions Grant Entitlement Areas**](#_4i0dgp45m0zm) **4**

[**Duration of Charter**](#_3dy6vkm) **5**

[**CoC General Membership**](#_1t3h5sf) **5**

[Purpose:](#_har8q6egkjrw) 5

[Group Roles and Responsibilities:](#_vmwmsr2oflal) 5

[General Membership Stakeholders:](#_brmxbyvqedm3) 5

[Joining the CoC General Voting Membership](#_dacc3x2yqdyb) 6

[Meeting Frequency:](#_90p4p2mn4vss) 7

[**Hennepin County CoC Governance Structure**](#_4d34og8) **7**

[**CoC Executive Board**](#_2s8eyo1) **7**

[Purpose:](#_vq75od8zgdyi) 7

[Membership:](#_au9ovkcahqx) 7

[Membership Selection:](#_3wfrxqnwugm9) 8

[Membership Terms:](#_mt3uu5eturwo) 8

[Group Roles and Responsibilities:](#_1hffnxysslue) 8

[**CoC Operations Board**](#_17dp8vu) **9**

[Purpose:](#_x9o8nr54h9df) 9

[Group Roles and Responsibilities:](#_2x81fssry3j) 9

[Meeting Frequency:](#_sunkdz10byx6) 10

[Operations Board Member Expectations](#_nnlmew3b749r) 10

[Meetings:](#_qeq52xfa1q4k) 10

[Participation:](#_f6qfbyoqct5j) 10

[Resignation:](#_auef4l8vlhgm) 11

[Term Limits:](#_rf69428yh2gt) 11

[Operation Board Members:](#_dvjjl9c2dpj3) 11

[Operation Board Officers/Leaders:](#_w3fnlkhcj5r9) 11

[Conflict of Interest:](#_f8dj4qsohyza) 11

[Conflict of Interest & Recusal](#_m3txh8li5hte) 11

[Quorum](#_3kw1c0bzn86l) 12

[Membership:](#_abuwmf2plfpf) 12

[Leadership Positions:](#_z85kemnl6rik) 12

[Membership Stakeholders](#_rnf8y1a2h6gz) 13

[CoC Board Selection](#_clvu8let92d7) 14

[**CoC Committees and Subcommittees**](#_3rdcrjn) **14**

[HUD McKinney-Vento CoC Funding Committee](#_26in1rg) 14

[The Outreach Group (TOG)](#_lnxbz9) 14

[Employment/Income Committee](#_35nkun2) 14

[Homelessness Prevention and Rapid Re-Housing Committee](#_1ksv4uv) 14

[Shelter Efficiency Committee](#_44sinio) 15

[Family/Youth Coordinated Entry System Leadership Group](#_2jxsxqh) 15

[Single Adults/Youth Coordinated Entry System Leadership Group](#_z337ya) 15

[Veterans Leadership - Hennepin County](#_vs6t1gpein1u) 15

[Youth Action Board (YAB)](#_1y810tw) 15

[Family Services Network](#_4i7ojhp) 15

[Hennepin County Youth Collaborative](#_2xcytpi) 15

[Nominating/Membership Committee:](#_lhvm179mgwfq) 15

[**Communications Strategy**](#_1ci93xb) **16**

[**Amendments to this Agreement**](#_3whwml4) **16**

[**Appendix A: CoC Board Application**](#_qsh70q) **16**

# 

# **Overview and Purpose**

The purpose of this charter is to define and describe the roles and responsibilities of the following key stakeholder groups: Continuum of Care (CoC) general membership, CoC Executive Board, CoC Operations Board, and CoC Committees and Subcommittees. In doing so, this charter will detail the governance structure of the Hennepin County CoC, and identify the tasks and the objectives of each stakeholder group that is central to the operations of the CoC. The requirements of the CoC are established by HUD in § 578.7 of its [CoC Program interim rule](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf), as well as the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 and [HUD’s Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System](https://www.hudexchange.info/resources/documents/Notice-CPD-17-01-Establishing-Additional-Requirements-or-a-Continuum-of-Care-Centralized-or-Coordinated-Assessment-System.pdf). In addition to these federal requirements, this charter also integrates state and locally established goals for efforts to prevent and end homelessness in the community, as defined primarily in the City of Minneapolis and Hennepin County community’s plan to end homelessness. The work of the CoC will be to ensure that the community’s vision and the federal, state and local requirements are fully implemented and serve as the guide for local work to prevent and end homelessness.

# **Mission and Vision of the CoC**

The mission of the Hennepin County CoC is to facilitate a community-wide process for the leadership and implementation of efforts to prevent and end homelessness in the geographic area of the Hennepin County CoC. The primary vision for these efforts is that no person will experience homelessness in the community and that in instances where homelessness does occur it is rare, brief, and non-reoccurring.

# **Collaborative Applicant**

The Hennepin County CoC selects the Hennepin County Office to End Homelessness (OEH) as the Collaborative Applicant for the community. In this capacity, OEH will be responsible for the preparation and submission of the CoC’s annual Collaborative Application to HUD. In addition to the completion of the Collaborative Application, the CoC also places the following responsibilities on OEH:

1. Convene the CoC Boards and Committees, as outlined in this charter
2. Participate on each CoC Board and Committee
3. Provide staff support as needed for CoC Boards and Committees
4. Submit to HUD of the CoC’s Annual Homeless Assessment Report (AHAR), Housing Inventory Count (HIC), Point-in-Time (PIT) Count, and System Performance Measurement (SPM) data
5. Serve as the applicant for any HUD CoC Program Planning grants, and complete all related CoC planning activities, as defined in Appendix A of this charter
6. Develop and maintain a website for the CoC, which will serve as the primary portal for communications with the membership of the CoC
7. Develop and maintain a listserv for the CoC membership
8. Staff and participate in meetings of the CoC membership, CoC Executive Board, CoC Operations Board, and all CoC Committees and Subcommittees
9. Facilitate wide understanding and acceptance of national best practices, and communicate goal, barriers and progress to community stakeholders
10. Produce regular updates for the CoC membership on the operations and decisions of the CoC governance structure
11. Report to HUD the results of CoC and ESG recipients and subrecipients performance and outcomes
12. Provide information required to complete the Consolidated Plan(s)
13. Consult with state and local ESG recipients in the geographic area of the CoC on the plan for allocating ESG funds and reporting/evaluating the performance of ESG programs
14. Design, operate and follow a collaborative process for the development of applications and approve submissions of applications in response to a CoC Program Notice of Funding Availability (NOFA)
15. Establish an appeals and grievance process to consider and resolve conflicts arising from the CoC Program allocation decisions
16. Update the CoC Operations Board on their progress in fulfilling these roles and responsibilities, the staff of OEH will provide updates on at least a quarterly basis during the meeting of the CoC Executive Board.
17. Convene the full CoC membership at least semi-annually

# **HMIS Lead Agency**

The Hennepin County CoC selects the Institute for Community Alliances (ICA) to serve as the Homeless Management Information System (HMIS) Lead Agency for their community. ICA is responsible for the strategic development and day-to-day operations of the local HMIS, and ICA works in partnership with other CoCs in Minnesota to implement and govern statewide HMIS implementation. As the HMIS Lead Agency, ICA is responsible for:

1. Development of HMIS Policies and Procedures, as well as any annual updates
2. Draft of a Data Quality Plan, a Security Plan and a Privacy Plan
3. Generation of the CoC’s AHAR, HIC, PIT, and SPM data
4. Application of HUD CoC Program HMIS dedicated grant funds
5. Annual monitoring of Contributory HMIS Organizations (CHOs) to ensure compliance with all HMIS Policies and Procedures, as well as with HUD regulations

Additional roles and responsibilities of the HMIS Lead Agency are clarified in the Memorandum of Understanding (MOU) that ICA has with the CoC.

# **HMIS Software**

The Hennepin County CoC, in agreement with all other CoCs in the state of Minnesota, selects Service Point (developed by Mediware) as the HMIS software for the CoC. A representative from the CoC Operations Board and from the Collaborative Applicant (OEH) will continue to serve on the statewide HMIS Governance Committee, which is responsible for making the selection of HMIS software and HMIS Lead Agency for the state. The Hennepin County representatives that serve on the HMIS Governance Committee will bring all draft decisions

# **Geographic Boundaries of CoC**

The geographic boundaries of the Hennepin County CoC include the entire County, which includes the city of Minneapolis, as well sixteen additional communities within the 607 square miles of the County.

# **Emergency Solutions Grant Entitlement Areas**

The City of Minneapolis Community Planning and Economic Development (CPED) and the Hennepin County Community Planning and Development (CPD) are the recipients of local Emergency Solutions Grant (ESG) funding from HUD. In accordance with the ESG Program Interim Rule and the requirements of the CoC Program Interim Rule, CPED and the Hennepin County CoC will collaborate together in the development and implementation of:

1. A Coordinated Entry system that covers the geographic area of the CoC and meets the requirements of HUD’s Coordinated Entry Notice (January, 2017)
2. Written Standards for ESG and CoC Program funded projects
3. Performance and evaluation standards for ESG and CoC Program funded projects

# **Duration of Charter**

This Charter shall be adopted on the day it is approved by the Hennepin County CoC general membership. The Hennepin County CoC Charter shall be updated annually and affirmed as necessary by the CoC Executive Board and the CoC Operations Board in consultation with the Collaborative Applicant (OEH) and the HMIS Lead Agency (ICA). The Charter and the CoC’s governance structure shall be reviewed and approved in full every five years by the full Hennepin County CoC general membership.

# **CoC General Membership**

## **Purpose**:

The purpose of the CoC general membership is to represent the diverse perspectives, populations and needs of the community of persons experiencing and working to end homelessness in the CoC. CoC general members will approve the governance charter every 5 years, and will participate in an at least annual meeting of the CoC membership, as convened by their Collaborative Applicant (OEH).

## **Group Roles and Responsibilities:**

The ***roles and responsibilities*** of the CoC **voting** membership will be focused on ***providing feedback and input*** to help guide the decision-making of the CoC Executive Board and the CoC Operations Board in the following areas:

1. ***Vote*** to approve the CoC Governance Charter, no less frequently than every five years
2. ***Vote*** to fill any operations board vacancies in the Nominated seats category
3. ***Participate*** in CoC Committees and Subcommittees
4. ***Review***and provide feedback on community data and analysis related to efforts to prevent and end homelessness
5. ***Review*** and provide feedback on priorities for funding projects
6. ***Review*** and provide feedback on the establishment and operations of a centralized or coordinated entry system (CES) in consultation with recipients of ESG funds

## **General Membership Stakeholders**:

Shall be open all persons interested in working to prevent and end homelessness in the Hennepin County CoC**.** Generalmembership in the CoC ensures community-wide commitment to preventing and ending homelessness and must represent a diverse body of stakeholders from throughout the entire geographic are of the Hennepin County CoC. The intent of the CoC is to be an inclusive as possible to include opinions and insights of various stakeholders.

The Hennepin County CoC general membership may include the following types of stakeholders:

1. Nonprofit homeless assistance providers
2. Victim service providers
3. Faith-based organizations
4. Governments
5. Businesses
6. Advocates
7. Public housing agencies
8. School districts
9. Social service providers
10. Mental health agencies
11. Hospitals
12. Universities
13. Affordable housing developers
14. Law enforcement
15. Organizations that serve veterans
16. Homeless and formerly homeless individuals
17. Foundations, funders
18. Suburban/non-urban representatives
19. Chemical dependency agencies
20. Child welfare

## **Joining the CoC General Voting Membership**

The Hennepin County CoC invites new members to join via an electronic application on an ongoing basis. The invitation is communicated by public notice and other appropriate media, which may include website announcements and email message distributed to a wide range of stakeholders and members.

The CoC general membership will include both voting and non –voting members. Non-voting members can become voting members if interested by completing a CoC application. To become and remain a member of Hennepin County CoC, an individual or organization must:

* Submit a membership application, which provides relevant data and affirms the prospective member’s commitment to the following:
  + Supporting the implementation of the CoC’s HMIS and maintaining (as applicable) an acceptable HMIS data quality rating (established by the HMIS Lead) for all relevant resources connected to the system.
  + Support the CoC’s coordinated entry system and using said system (as applicable) to receiving referrals for housing resources funded through the CoC, and to maximize the receipt of referrals from coordinated entry for non-CoC funded housing resources.
  + Contributing staff capacity (as applicable) to planning and implementing the CoC’s annual Point-in-time (PIT) counts.
  + Adopting and implementing Housing First principles and evidence-based practices (as applicable)
* Attend semiannual stakeholder meetings organized by Hennepin County CoC.
* If an organization, assigns one individual to serve as the primary liaison to the CoC, responsible for representing Hennepin County CoC within their organization, ensuring that training and stakeholder meetings are attended, and informing the organization’s leadership of matters related to the CoC.
* Only one voting member per agency/organization will be permitted, unless a case is made and approved by the CoCoperations board that it makes sense that 2 voting members come from one agency due to their job role & perspectives at which time it may be permitted on a case by case basis.
* Support the efforts of individuals appointed to serve on CoC committees.
* Voting members who miss 2 votes consecutively will be replaced and have to reapply in the next annual meeting. Voting members have a 5 year maximum term.

Annually, the CoC Operations board will assure that there is representation from the stakeholder groups listed above represented in the voting members of the CoC membership, boards and committees.

The Hennepin County Office to End Homelessness (OEH), in its capacity as the Collaborative Applicant, will be responsible for taking and tracking attendance in CoC membership communications and meetings, and will annually report back to the CoC Operations Board regarding the participation and representation of all stakeholder groups below:

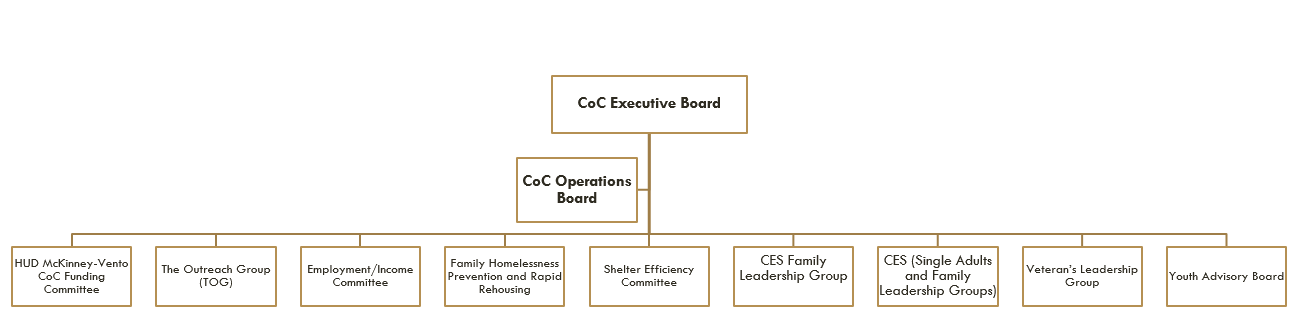
The CoC Operations Board will then work with OEH to identify and implement strategies to broaden and deepen the participation of all groups reflected in this governance charter.

## **Meeting Frequency:**

To fulfill these responsibilities, the full CoC membership will be ***convened at least semi-annually*** by the collaborative Applicant (OEH). OEH will make a public invitation to all CoC membership meetings, and the agendas and materials of each meeting will be published.

# **Hennepin County CoC Governance Structure**

The CoC membership adopts the following new governance structure



**Additional committees:**

* Family Services Network (FSN)
* Hennepin County Youth Collaborative (HCYC)

# **CoC Executive Board**

## **Purpose:**

The Heading Home Hennepin Executive Committee will serve as the CoC Executive Board. For the purposes of the operations of the CoC, the CoC Executive Board is only charged with the responsibilities that are outlined within this governance charter.

## **Membership:**

The ***membership*** of the Heading Home Hennepin Executive Committee shall consist of the following types of stakeholders:

1. Elected officials that serve the Hennepin County CoC’s geographic area, including the Mayor of the City of Minneapolis, two members of the Hennepin County Board of Commissioners and two Council Members of the City of Minneapolis
2. Government officials that serve the Hennepin County CoC’s geographic area
3. Local community leaders from the Hennepin County CoC’s geographic area, including leaders of in the faith, business and philanthropic communities
4. At least two homeless or formerly homeless individuals
5. Up to two members of the CoC Operations Board

## **Membership Selection:**

In addition to the Mayor of the City of Minneapolis, both the Hennepin County Board of Commissioners and the Council of the City of Minneapolis appoint two members each to serve on the Executive Committee as ‘Standing Members.’ In addition, Hennepin County and the City of Minneapolis each appoints one lead official to represent their Housing Development departments and Hennepin County appoints one staff representative for the Human Services department.

Agencies that represent key stakeholders in the homeless response system – faith, philanthropy, business, healthcare, public housing, advocacy groups – are identified by the existing membership and invited to nominate representatives to the Executive Committee. Pursuant to §578.95 of the [CoC Program Interim Rule](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf), all members of the CoC Executive Board must sign a conflict of interest statement. The conflict of interest statements must affirm that CoC Executive Board members will not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

## **Membership Terms:**

Standing members serve for the duration of their term in office. Members with terms serve for three year renewable terms.

## **Group Roles and Responsibilities:**

The *roles and responsibilities* of the CoC Executive Board are as follows:

1. ***Approve*** priorities for funding projects
2. ***Approve*** the CoC’s annual collaborative application to HUD
3. ***Approve*** an appeals and grievance process to consider and resolve conflicts arising from CoC Program allocation decisions
4. ***Designate*** a Collaborative Applicant to submit the CoC Program application on behalf of the CoC membership
5. Act as champions for efforts to prevent and end homelessness, as evidenced through public advocacy, funding and external communications
6. Provide an enduring forum for broad-based, collaborative and strategic leadership on homelessness in Hennepin County in alignment with Heading Home Hennepin County

**Meeting Frequency:**

To fulfill these roles and responsibilities, the CoC Executive Board will be ***convened by the Collaborative Applicant on a quarterly basis***. If there is a need for a decision to be made in between CoC Executive Board meetings, then the Executive Committee of the CoC Executive Board shall be allowed to vote on the matter. The membership, agendas, and minutes of each CoC Executive Board meeting will be made available to the CoC membership. CoC membership is welcome to attend meetings of the CoC Executive Board but will not have any voting privileges unless they are seated on the board.

# **CoC Operations Board**

## **Purpose:**

The Operations Board is the hub for many key decisions that drive both the strategic and day-to-day operations of the community, including: CES, HMIS and data, as well as program operations and standards. The purpose of the CoC Operations Board is to serve as an intermediary between the high-level strategic leadership of the CoC Executive Board. It is intended to be the forum for parsing through the detailed, ongoing work needed to operationalize and achieve the mission and vision of the Hennepin County CoC.

## **Group Roles and Responsibilities:**

The *roles and responsibilities* of the CoC Operations Board will include:

1. ***Vote*** to elect a chair, vice-chair, and secretary who will develop the agenda for all meetings and work with OEH staff to ensure that the work of the CoC Operations Board is supported and connected to the operations of the CoC Committees and Subcommittees
2. ***Facilitate*** wide understanding and acceptance of national best practices and communicate goal, barriers and progress to community stakeholders
3. ***Approve*** CoC project performance targets appropriate for population and CoC component type in consultation with ESG recipients and subrecipients
4. ***Approve*** the documentation and policies necessary to establish and operate a CES in consultation with recipients of ESG funds
5. ***Approve*** written standards for providing CoC assistance in consultation with recipients of ESG funds
6. ***Approve*** a monitoring tool (in collaboration with the FHPAP Advisory Board, Evaluations Committee, the HMIS Lead Agency of the CoC) to ensure consistent participation of recipients/sub-recipients in HMIS
7. ***Review*** and summarize for the CoC Executive Board, the results of monitoring of CoC and ESG recipients and sub-recipients performance, evaluate outcomes and review recommended actions against poor performers—review dashboard report
8. ***Review and revise*** the HMIS policies and procedures, including a Data Quality Plan, Security Plan, and a Privacy Policy
9. ***Review*** the performance of the HMIS to develop a recommendation to the CoC Executive Board on the performance of the HMIS (as it pertains to compliance with HUD and any state or local HMIS requirements)
10. ***Review*** the work of the CoC committees and subcommittees, including annual work plans for each group and quarterly updates to the Operations CoC Executive Board on the progress of the group in achieving the objectives of their work plan, and will adopt any changes or additions to the CoC committees and subcommittees
11. ***Review*** the structure and focus of each CoC committee and subcommittee, and develop a Strategic Plan to guide the future work of these groups
12. ***Create*** a strategic plan to align standards, monitoring, and evaluation efforts of locally funded homelessness prevention and homeless assistance projects, across all funding sources
13. ***Create*** a recommendation to the CoC Executive Board for the entity that should serve as the HMIS Lead, as well as the software that should serve as the HMIS for the geographic area covered by the CoC
14. ***Conduct*** an annual gaps analysis of homelessness needs and services, in collaboration with OEH staff and other key stakeholder groups
15. ***Develop*** a set of recommendations to the CoC Executive Board for priorities for funding projects
16. ***Develop*** a recommendation to the CoC Executive Board for the entity to serve as the Collaborative Applicant to submit the CoC Program NOFA application on behalf of the CoC membership

## **Meeting Frequency:**

To fulfill these roles and responsibilities, the CoC Operations Board will ***be convened by the Collaborative Applicant on a monthly basis***. The membership, agendas, and minutes of each CoC Operations Board meeting will be made available to the CoC membership. CoC members are welcome to attend meetings of the CoC Operations Board, but will not have any voting privileges unless they are seated on the board.

## **Operations Board Member Expectations**

### Meetings:

* + The CoC Operations Board is expected to meet monthly.
  + The CoC Operations Board will follow open meeting rules. The CoC Coordinator will give notice of each meeting at least 72 hours prior to the meeting. Formal meeting agendas and materials will be developed by the Collaborative Applicant with input from the Board Chair, Vice-Chair and Secretary will be posted on the Collaborative Applicant’s website. Each meeting agenda will include an opportunity to request future agenda items.

### Participation:

* + CoC Operation Board members are expected to attend CoC Operation Board meetings in person. All Board members members are expected to participate in the 2 hours monthly meeting. Additional time may be required for subcommittee projects.
  + Board members are expected to have regular attendance at the meetings. Board members are required to notify the Chair or CoC Coordinator if they will be absent. Chair will determine whether absence will be excused and notify Board member. If a Board member has two unexcused consecutive absences (unexcused means the member did not notify the Chair of the CoC Operations Board prior to a regularly scheduled meeting to indicate they would be absent from the upcoming meeting) or attendance is at or below 75% for a consecutive 12 months, the the Chair, Vice-Chair or CoC Coordinator will notify the Board member of a pending violation of this policy. The notification will request a response from the member stating their interest in continuing to serve on the CoC Operations Board and inform the member that if they do not attend the next scheduled meeting, the seat will be considered vacated. Board member will have an opportunity to present their situation to the Board and the Board will vote on membership status. The Nominations Committee may approve exceptions to this rule for 12-month periods of time. Chair, Vice-Chair, or CoC Coordinator will then initiate Nominations Committee process to fill vacancy.

### Resignation:

* + Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Chairperson. Any such resignations shall take effect at the time specified within the written notice or if the time be not specified therein upon its acceptance by the Board.

## **Term Limits:**

### Operation Board Members:

* + All members will serve staggered terms of three-years so that approximately one-third of members will transition off the Board each year. A member may serve for up to three consecutive years and then must wait **two** years before accepting nomination to the Board again.
  + A three-year term of a Board member is designated to that particular seat and is not designated for the individual who holds the seat. Therefore, in cases when a vacancy occurs on the Board, a new Board member shall be selected or elected based on the vacated constituency seat and the new Board member will then complete the term held by the vacating member. After completion of the partial term, the member will be eligible for nomination of their own three-year term.

When a vacancy occurs, the Nominating/Membership Committee will recommend new members if the Board decides to recruit new members. If the current membership consists of seven or more members, the Board may decide not to add members.

### Operation Board Officers/Leaders:

* + Board officers (Chair/Vice Chair (Chair Elect)/Secretary) will be elected for 1 one-year term per position. No member will serve as officer more than 2 consecutive one-year term.

## **Conflict of Interest:**

Pursuant to §578.95 of the [CoC Program interim rule](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf), all members of the CoC Operations Board must sign a conflict of interest statement (see Addendum B). The conflict of interest statements must affirm that CoC Operations Board members will not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

### Conflict of Interest & Recusal

It is the policy of the Hennepin CoC that a conflict, or the appearance of a conflict, between the Operations Board or any of its official committees and the organizations, which are receiving awards of grants or benefitting from other business items, shall in all cases be avoided. No member of the CoC (Board, Committee, Member, Agent or employee of Agent) shall vote or make recommendations on funding decisions concerning the award of a grant or other financial benefits that:

• Directly benefits them as an individual, or an immediate family member;

• Directly benefits any organization in which they have a direct financial interest;

• Directly benefits any organization with which they are affiliated in an official capacity; or

• Directly benefits any organization from which they derive financial benefit, exclusive of stipends.

To that end, neither Board nor Committee members whose organizations are submitted in the HUD CoC Application and ranked for that application may vote on ranking policies. Such members may participate in the development of performance targets and the evaluation tool. Persons with lived homeless experience who receive services from an organization that may directly benefit from a funding decision may vote or make recommendations on funding decisions.

Members of the CoC will disclose potential conflicts of interest that they may have regarding any matters that come before the Hennepin CoC in full session, Operations Board or committee.

**Procedure**

* Annual disclosures: All voting members will make a full, written disclosure to the executive committee of interests, relationships, and investments that could potentially result in a conflict of interest. This written disclosure will be kept on file and be updated annually. If it is not entirely clear whether a Conflict of Interest exists, then the voting member must disclose the circumstances to the executive committee to determine whether there exists a Conflict of Interest.
* Meeting discussions: A voting member who knows he or she has a Conflict of Interest must not participate in the discussion except to share essential facts and to respond to questions. The person must not attempt to influence the Board’s action, either at or outside the meeting.
* Voting: A voting member who knows he, she, or they has a Conflict of Interest on an issue may not vote on that issue. Board Chair will announce upcoming votes in agendas, and a voting member who knows he or she has a Conflict of Interest must disclose that they have a Conflict of Interest. Voting members are encouraged to contact the executive committee to disclose, but may also disclose during the meeting. The disclosure must be reflected in the minutes of the meeting.

## **Quorum**

* A majority of 51% of the voting membership constitute a quorum at all meetings of the Hennepin CoC Operation’s Board.
* For purposes of time-sensitive and/or critical votes, an email vote may be used. On the direction of the CoC Board, e-votes may be initiated by the Collaborative Applicant. More than 51% of the voting membership must respond to the e-vote for the vote to be accepted.
* If it is not possible to obtain a quorum of voting members who do not have a Conflict of Interest, the issue can be approved by a majority vote of voting members without a Conflict of Interest whom have been approved by the Committee.

## **Membership:**

The CoC Operations Board will a **minimum of 7 and maximum of 21 Board** members, including three leadership positions. These leadership positions are outlined below, after which are listed the stakeholders who may represent CoC Operations Board membership and leadership.

### Leadership Positions:

The Operations Board will be led by a Chair, Vice-Chair and Secretary. All leadership positions will be nominated and voted on by the membership of the Operations Board, and will serve at least annual terms. Annually, the Operations Board will affirm or adjust the leadership of their group.

The **Chair** and **Vice-Chair (Chair Elect)** will be responsible for:

* Facilitate the Operations Board meetings
* Work in partnership with OEH staff and the Secretary to set the agenda for each meeting, prepare materials, and complete any necessary follow-up work
* Engage with the Committee’s membership to ensure buy-in and active participation

The **Secretary** will:

* Prepare notes from each meeting
* Send out meeting materials

### Membership Stakeholders

Membership and leadership of the CoC Operations Board should consist of the following types of stakeholders, and should include racial, gender, **faith, immigration, age** and geographic diversity. Please note that members can represent multiple stakeholder groups. **Members are in three categories: Appointed, Nominated and Ex-Officio (non-voting)**

**APPOINTED**

CoC Subcommittees– one member from each (11)

1. HUD McKinney Vento CoC Funding Committee Seat
2. The Outreach Group (TOG) Seat
3. Employment/Income Committee Seat
4. Family Homelessness Prevention and Rapid Rehousing Seat
5. Shelter Efficiency Committee Seat
6. CES Family Leadership Committee Seat
7. CES Single Adult Seat
8. Veterans Leadership Group Seat
9. Youth Action Board Seat
10. Family Service Network Seat
11. Hennepin County Youth Collaborative Seat
12. One member of the Executive Committee Seat

13-14 At least (2) people currently or formerly homeless Seat(within the last 3-5 years preferred) in Hennepin County (ex: Street Voices)

**NOMINATED: (voted on by the Hennepin County CoC General Membership)**

15 -21 Community Seat (1-7) Select from:

* Housing First Continuum Service Providers
* Person currently or formerly homeless
* Corrections
* Business Leaders
* Neighborhood Group
* System Policy Advocate Seat (Housing, Justice, Anti-Racism, Faith)
* County Wide School District Representative Seat (Parent, Teacher, Administration)
* Housing Developer or Housing Management Company
* Domestic Violence/Sexual Assault Provider
* Mental Health/Substance Use Disorder
* Shelter/Outreach Provider
* Community Advocate

**EX OFFICO (non-voting)**

1. HMIS – ICA Representative
2. Office to End Homelessness Staff
3. Minnesota Interagency Council on Homeless/Veteran
4. Government Funding Representatives (State, County, City)
5. CoC Coordinator

The Operations Board appoints a Representative to serve on the City of Minneapolis Housing Advisory Board. This Representative is responsible for communication and information exchange between the two boards.

### CoC Board Selection

Board members will be nominated by the Nominating Committee at each Annual Meeting and

elected with a majority vote of a quorum of the Voting Members at that meeting.

The Board selection process will be reviewed and updated at least every three years.

# **CoC Committees and Subcommittees**

There are several active and engaged CoC Committees, Subcommittees, and Working Groups in Hennepin County that are focused on contributing to and leading efforts to prevent and end homelessness. The CoC identifies the following committees as the groups that are responsible for assisting in and informing the operations of the CoC, and acknowledges that this list is not exhaustive of every entity working to prevent and end homelessness in the community. Groups that are not listed below are not impacted by the CoC Governance Charter and are not held to any of the specific responsibilities of the CoC Committees and Subcommittees listed below.

## **HUD McKinney-Vento CoC Funding Committee**

Task: monitors and evaluates the performance of all projects funded by CoC. The committee also solicits new project applications and recommends final funding decisions.

## **The Outreach Group (TOG)**

Task: The Outreach Group (TOG) is a community group comprised of people who identify as street outreach workers within Hennepin County (serving youth, families or singles). The group meets monthly and is facilitated by the Office to End Homelessness. The purpose of the group is to provide a gathering place for outreach workers to be able to come together, share information and strategies, and to discuss system issues and initiatives that may be affecting those that they serve. Outreach workers are the last line of intervention in our homeless response system – they are serving some of the most entrenched, mentally ill and service resistant folks in our community - TOG serves a forum for those workers to be able to support each other and continue to drive their work forward.

## **Employment/Income Committee**

Task: help continuum of care programs improve the ability of people who are homeless or at risk of homelessness to get jobs. It also builds awareness and knowledge of the importance of employment and income in preventing and reducing homelessness.

## **Homelessness Prevention and Rapid Re-Housing Committee**

Task: help put into effect the 10-year plan’s recommendations for rapid rehousing and homeless prevention. It oversees and directs the system for rapid re-housing from homelessness. It also oversees the system’s related funding (state family homeless prevention and assistance program, U.S. Housing and Urban Development emergency solutions grant and the continuum of care program). This builds on the continuum of care's homeless prevention and assistance program for single adults, families with children and youth.

## **Shelter Efficiency Committee**

Task: improve the homeless shelter system for single adults. This group identifies barriers (in policy and programs) for single adult shelters and coordinates services for adults in shelter. It also enables more effective community-wide strategies to end homelessness, including chronic homelessness, for single adults

## **Family/Youth Coordinated Entry System Leadership Group**

Task: provide the guidance and decisions necessary to successfully operate the family and youth CES.

## **Single Adults/Youth Coordinated Entry System Leadership Group**

Task: provide the guidance and decisions necessary to successfully operate the single adults and youth CES

## **Veterans Leadership - Hennepin County**

Task: to convene federal, state & local veteran agencies and service providers serving veterans to develop strategies that prevent and end homelessness for all veterans in Hennepin County.

## **Youth Action Board (YAB)**

Task: The YAB makes decisions in HC and works to simplify the system for youth (16-24) experiencing homelessness and creates a bridge for those who serve and make decisions on behalf of youth and youth who are at-risk of and currently experiencing homeless. This is done through communication, mentorship, community building, advocacy, and building and taking action

## **Family Services Network**

Task: toimprove the family support system, focusing on the well-being of children who are homeless. The committee collaboratively identifies barriers and solutions, in policy and programs, to create more effective community-wide strategies across the continuum of care to end homelessness for families.

## **Hennepin County Youth Collaborative**

Task: to organize and coordinate youth programs, services and housing. To review policies/procedures in place for coordination and alignment opportunities.

## **Nominating/Membership Committee:**

* Membership duties: This committee will develop a plan of outreach to the full diversity of

stakeholders, including persons/organizations that are not currently members and will establish

and annually review membership process/application for the CoC. The committee will also develop a membership information kit that may include the governance charter, membership list, and membership benefits.

* Nominating duties: This committee slates Board of Director nominations, while ensuring diversity, balanced stakeholder representation and institutional memory.
* The Nominating/Membership Committee will be composed of three to five members, with at least one representative from the voting membership of the Hennepin County General CoC. This committee will be charged with recruiting qualified, willing members of the Hennepin County General CoC membership to serve as Operations Board members in accordance with the desired composition as outlined.
* Additionally
  + Evaluate at large nominees from the community, the Continuum of Care and the Board of

Directors’ recommendations for open Board positions.

* Develop and submit to the CoC membership an annual, single slate of nominations for the Operations Board of Directors.
* Submit the slate of nominees for the Board of Directors to the Hennepin County Continuum of

Care at least seven (7) days prior to the Annual Business Meeting for ratification. Any voting

Hennepin County Continuum of Care member may make nominations from the floor

provided the consent of the nominee has been secured.

* The Nominating Committee shall be appointed by the Board chair and will meet as needed.

# **Communications Strategy**

The primary method for providing communications to the community on the efforts of the CoC, shall be through the utilization of a CoC website. This publicly available website will be managed by OEH staff, and will be the hub for critical documents and communications about the CoC, including:

1. All Board and committee meeting minutes, agendas and documents
2. Annual applications to HUD on behalf of the CoC
3. Resources for the CoC, including copies of written standards, policies and procedures, the latest federal guidance and proven practices, etc.
4. Links to how to connect with each Board, committee and OEH staff that work with the CoC

# **Amendments to this Agreement**

The Charter shall be updated annually and affirmed as necessary by the CoC Executive Board in consultation with the CoC Operations Board, the Collaborative Applicant (OEH) and the HMIS Lead Agency (ICA). The Charter shall be reviewed and approved in full every five years by the full CoC membership.

# **Appendix A: CoC Board Application**