

**HOMELESS CONTINUUM OF CARE OF STARK COUNTY (HCCSC)**  
**Systems Performance**  
**Tuesday, November 20, 2018**  
**9:30 a.m. at Goodwill Campus**

**Members Present**

Shannon McMahon Williams  
Marty Chumney  
Dannelle Lightner  
Shirene Starn Tapyrik  
Michele Boone  
Duane Wykoff  
Jennifer Keaton

**SHN Staff**

Marcie Bragg  
Melissa Terrell

**Members Not Present**

Lisa Snyder  
Julie Sparks  
Beverly Lewis  
Renee Biggums

**Welcome and Introductions**

At 9:31 a.m., Marcie Bragg, committee chair, called the meeting to order and welcomed everyone.

**I. Conflict of Interest**

Marcie reminded the committee members of the Homeless Continuum of Care of Stark County (HCCSC) conflict of interest policy and requested that committee members remove themselves from the meeting prior to any agenda items that could pose a conflict.

**II. Approval of Minutes from October 16, 2018 Meeting**

There was discussion around the October meeting minutes. Committee member Shannon McMahon Williams was not present at the October meeting and requested to amend the minutes to remove her name from the members' present list.

**Motion:** Marcie requested a motion to approve the October 16, 2018 Systems Performance Committee meeting minutes with the recommended amendment. Marty motioned to approve. Dannelle seconded the motion and it was passed by a unanimous vote of all members present except for Jennifer and Shannon, whom abstained. Jennifer and Shannon were not present during the October meeting.

Marcie shared a few updates with the committee members:

- a. Marcie met with the City of Canton representatives and discussed potential pilot programs in the community that would assist with Move-On strategies. Marcie also met with the Habitat for Humanity Missions Office representative to discuss potential partnerships with housing in the community; the representative seemed open to partnering with the CoC. Additionally, there has been a conversation between the CoC, CommQuest Homeless Prevention staff, and the Stark Metropolitan Housing Authority (SMHA) representatives to discuss perspectives on evictions and prevention programs; the next step is to meet with SMHA property managers to discuss methods for reducing evictions.
- b. In a previous meeting, committee member Beverly Lewis mentioned creating a pamphlet of FAQs that would address what a person should do in case of needing minor home repairs/home assistance. This idea was introduced as a quick guide to help those that may need guidance with

home repair. Marcie shared that Habitat for Humanity has a home repair program that is free to city of Canton residents.

- c. The Emergency Solutions Grant (ESG) competition was presented by the City of Canton at the November 19, 2018 Homeless Continuum of Care of Stark County (HCCSC) Members Meeting; the HCCSC Board approved ESG priorities were discussed with members. The HCCSC Board has approved the ESG application, ESG application guidance, and ESG scoring form; the deadline for this competition has not yet been set.

### III. Discuss 2019 System Performance Committee Work Plan Tasks and Priorities

- a. HCCSC Governance Charter - Article V. Section B. System Performance Committee (*See Attachment 1*)
  - i. Marcie reviewed the Governance Charter with the committee members regarding the System Performance Committee role in the Continuum of Care (CoC) and the amendments made to the Charter after the CoC's annual review. The Governance Charter was presented at the November 19, 2018 HCCSC Members meeting for discussion and approval of amendments.
    - There were two suggestions made by the HCCSC members (1) under section C. *Recipient Approval and Evaluation Committee*, a HCCSC member requested to specify Continuum of Care and Emergency Solutions Grant funding in part e of this section (2) Under the meeting minutes section of all committees' roles, a HCCSC member suggested a record those members that vote against a motion.
- b. HCCSC Work Plan – System Performance Committee Task (*See Attachment 2*)
  - i. Marcie reviewed the Governance Charter, HCCSC policies for procedures, and committee meeting minutes to determine next steps for CY2019. Marcie found an existing Work Plan that was created for the HCCSC in 2016 and would like to introduce an updated version of the Work Plan to the HCCSC Board to help identify goals and responsibilities of the HCCSC and HCCSC committees. Marcie has been meeting with committee chairs and committees to discuss the continuation of tasks and new tasks that should be added to the Work Plan for 2019; these updates will be presented to the HCCSC Board for approval in February 2019 and reviewed by the HCCSC Board quarterly to assess completion of work.

Shirene entered the meeting at 9:39am.

The committee members reviewed and discussed the System Performance Committee (SPC) roles and responsibilities that are currently outlined in the Work Plan that was created in 2016. Each section of the Work Plan was discussed and committee members amended the tasks as needed to reflect updates; these updates will be outlined in the Work Plan and available to committee members for review at the next meeting.

There was discussion around a new task/responsibility that should be included for the SPC in 2019. HUD has replaced the Annual Homeless Assessment Report (AHAR) with the Longitudinal System Analysis (LSA) report that CoC's will need to submit to HUD annually for analyzing national data points. The LSA report will analyze thousands of data points and HUD will provide CoC's with a high level summary of the analysis; the information provided in the LSA will be retrieved from the HMIS system. Additionally, the LSA will be provided to Congress annually; HUD has a focus on data quality for all CoC's. The CoC along with Homeless Navigation will be working with agencies/HMIS

users on data quality within the HMIS. The HMIS committee meets monthly, and bi-monthly, HMIS users will have the opportunity to join the HMIS committee to gain answers/information on any questions or concerns regarding data entry. CoC funded projects in 2019 will submit quarterly status reports with a cumulative annual performance report to the Stark Housing Network Inc. for review; it is anticipated that the review of quarterly cumulative annual performance reports will assist in reducing data quality errors and improve the timeliness of data entry. The CoC is looking to create a dashboard that would outline the projects in Stark County and provide a snapshot of all projects. Some of the items on the dashboard could include: the time frame from when a person calls into the Homeless Hotline until the person has been contacted for housing; the total number being served by each housing project type; nightly occupancy rates; average length of stay; successful outcomes; and overall system or project type data.

The next steps:

The dashboard can be broken up into different SPC meetings to lessen the workload; each meeting can address a different project type. Jennifer will provide an example dashboard for discussion at the January meeting.

**IV. Complete/Submit Committee Member Questionnaire** *(See Attachment 3)*

Committee questionnaires are required to be submitted for approval to the Stark Housing Network Inc. (SHNI) for committee approval prior to anyone joining the meeting. Marcie is requesting that committee members complete the questionnaire that will highlight areas of experience and to disclose any members potential conflict(s) of interest; this request is to ensure that the SHNI has the current questionnaires and information documented.

**V. Move-On Strategy Updates**

The Move-On Strategy Updates were discussed previously in section II of the meeting minutes.

**VI. 2019 Meeting Calendar**

The meeting days and times were discussed with committee members to determine if any members have scheduling conflicts. Members agreed to continue with the current day and time.

\*The December 18, 2018 meeting has been cancelled

**VII. Old Business / New Business**

The Ohio Housing Finance Agency (OHFA) will be providing a free Ohio Rights training in Columbus next Tuesday, November 27<sup>th</sup>, 2018. Marcie will forward the email and information to committee members.

**VIII. Adjournment**

With no further business to be discussed, at 10:30 the meeting adjourned.

**The Governance Charter  
of  
The Homeless Continuum of Care of Stark County**

**Article I. Name, Purpose and Responsibilities**

- A. Name. The name of this unincorporated association is *The Homeless Continuum of Care of Stark County* (hereinafter referred to as the “HCCSC”).
- B. Purposes. The purposes of the HCCSC are to:
1. Promote communitywide commitment to employ best practices to end homelessness in Stark County, Ohio;
  2. Secure funding for efforts by providers and government entities to prevent homelessness and quickly re-house homeless individuals (including unaccompanied youth) and families in Stark County, while minimizing the trauma and dislocation that homelessness causes to individuals, families, and communities;
  3. Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
  4. Optimize self-sufficiency among individuals and families that experience homelessness.
- C. Responsibilities. HCCSC 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 under relevant state and federal programs to end homelessness.

**Article II. Continuum of Care Members**

- A. Eligibility for Membership. Members will include representatives from relevant organizations and agencies within Stark County, Ohio, as well as other individuals interested in the well-being of homeless and formerly homeless people. “Relevant organizations” include nonprofit homeless assistance providers, victim service providers, faith-based organizations, political subdivisions and other government entities, 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 or homeless and formerly homeless individuals.

- 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 HCCSC. However, only one representative from each agency, organization, or political subdivision may exercise a vote. That voting member will be the highest ranking executive or administrator responsible for managing the agency, organization, or political subdivision unless the highest ranking executive or administrator appoints someone else as the voting member by sending a written communication of that appointment to the Collaborative Applicant.
- C. Invitation for New Members. ~~In September of Annually each year~~ following the year in which the governance framework outlined in Articles I through IX of this charter is adopted, the HCCSC will extend invitations for membership by (1) distributing invitations to relevant organizations in Stark County and (2) publishing in a daily newspaper with wide circulation in Stark County a general invitation to interested individuals.
- D. Enrollment of Members. New members may enroll at any time during the year by providing to the Collaborative Applicant their names, contact information, and affiliations with relevant organizations. As soon as possible thereafter, the names of new members will be added to a membership list posted on the HCCSC website.
- E. Removal of Members. At the end of each calendar year, e-mails will be sent to Individuals who have missed two or more membership meetings during that year, asking whether they wish to remain HCCSC members. If they do not reply affirmatively within one week after that e-mail is sent, those individuals will be removed from the membership list immediately. To reenroll as members, any individuals removed from the list must follow the procedures outlined in Article I.D. above.
- F. Responsibilities of Members. Most of the responsibilities of the HCCSC will be carried out by its board of directors (the Board) with the following exceptions:
1. Members will vote directly to approve the governance framework outlined in Articles I through IX of this charter and any subsequent changes or additions to that framework;
  2. Every five years following initial approval of this charter, members will review, update, and approve the process for selecting directors; and
  3. Unless the Board selection process is changed by a subsequent amendment of the charter, members will vote annually to elect directors to available board positions.
- G. Regular Meetings. Each calendar year following the year in which Articles I through IX of this charter are approved, at least three meetings of all members will be held

approximately four months apart on the days and at the times specified in a schedule distributed to members at the beginning of the year. The final regular meeting of the year will be the Annual Meeting.

- H. Annual Meeting. The agenda for the Annual Meeting of HCCSC members will include:
1. The election of directors to serve on the Board;
  2. A review of any proposed changes to the HCCSC's governance framework followed by a vote on those changes; and
  3. Any other business the Board chooses to put before members.
- I. Special Meetings. Special meetings may be called with the approval of the Board or by a petition of 30 percent of registered HCCSC members submitted to the chair of the board.
- J. Notice of Meetings. Notice of the place, the 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 (5) business days before the meeting date along with an agenda for the meeting.
- K. Quorum. The members present at any properly announced meeting of HCCSC members will constitute a quorum.
- L. Voting. Issues presented to HCCSC members for a vote will be decided by a simple majority of the votes cast. Members may vote by voice in person or by submitting their vote by e-mail or in writing to the Collaborative Applicant at least 24 hours before a vote is scheduled to be conducted.
- M. Minutes.
1. Content of Minutes. The minutes of each members' meeting will summarize the matters discussed at the meeting and record all motions made, the names of the individuals who made and seconded each motion, ~~the number of individuals voting for and against each motion~~, and the names of any individuals abstaining from a vote.
  2. Approval and Publication of Minutes. A draft of the minutes of every meeting of HCCSC members will be published on HCCSC's website within a month after that meeting and will be replaced by approved minutes within a month after the next members' meeting.

### Article III. The Continuum of Care Board of Directors

A. The Board's Responsibilities. Except as provided in Article II.F., outlining the responsibilities of HCCSC members, the HCCSC Board of Directors (the Board) will act on behalf of the HCCSC to fulfill the responsibilities assigned to continuums of care by the Department of Housing and Urban Development. (See Appendix A for a complete list of these responsibilities.) In so doing, the Board will operate through committees 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 Board, no committee of the Board may adopt policies or procedures or take any action on behalf of the HCCSC without approval of or ratification by the full Board.

B. Composition. The Board of the HCCSC will consist of no fewer than 15 and no more than 18 voting members. In addition, the Board must be representative of the relevant organizations identified in Article II. A. and the projects serving the various homeless subpopulations in Stark County and 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. Members from the public and private sectors; and
4. A member from at least one Emergency Solutions Grants program recipient in HCCSC's geographic area.

C. Term of Office. Directors will serve staggered terms of three years so that approximately one-third of those directors stand for election every year. There is no limit to the number of terms that a director may serve.

In the year in which the governance framework outlined in Articles I through IX of this charter is approved, the newly elected directors will draw lots to determine their assignment to one of three classes that will include approximately equal numbers of directors. The terms of all of these classes will include the remainder of the year in which Articles I through IX are approved, but they will differ insofar as one class will serve one additional year, a second will serve two additional years, and the third class will serve three additional years. As the terms of the initial directors expire and perpetually thereafter, all the directors elected to fill the seats in each class will serve three-year terms.

D. Nominating Process. Each year the Executive Committee will solicit recommendations from HCCSC members and develop for Board approval a slate of candidates for election to the Board giving preference to those candidates who:

1. Help satisfy the Board composition requirements of Article III. B.;
  2. Have been nominated repeatedly by a significant cross-section of members;
  3. Bring valuable experience and expertise to the Board; and
  4. Have proven their interest, diligence, and effectiveness in helping the HCCSC fulfill its purposes.
- E. Resignation and Removal. Directors may resign from the Board at any time by giving written or oral notice to the Board chair. In addition, directors may be removed from the Board by a majority vote of remaining Board members for repeated absence, misconduct, failure to participate, disruptive or obstructive conduct, or violation of conflict of interest policies.
- F. Board Vacancies. When a director resigns or is removed from the Board or cannot serve his full term for any other reason, the Board may appoint another HCCSC member to fill the unexpired term.
- G. Regular Meetings: The Board will meet no less than 4 times a year in accordance with a schedule given to all directors at the beginning of each calendar year.
- H. Special Meetings: Special meetings of the Board may be convened by the Board chair or by petition of at least 30 percent of the Board's directors.
- I. Notice of Meetings. Notice of the place, the date, and time of each meeting of the Board will be sent to directors 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. The members present at any properly announced meeting of the Board will constitute a quorum.
- K. Voting. All issues presented to directors for a vote will be decided by a simple majority of votes cast. Directors may vote by voice in person or by submitting their vote by e-mail or in writing to the Collaborative Applicant at least 24 hours before a vote is scheduled to be conducted at a meeting. E-mail votes of the entire Board may be conducted only on:
1. Matters discussed at a Board meeting and deferred with Board approval for later decision through e-mail vote; and
  2. Urgent matters which the Executive Committee has agreed to submit to the Board for an e-mail vote.



In the case of an e-mail vote, other means of voting must be made available to directors without e-mail service, and directors must be given at least 2 business days to cast their votes.

L. Minutes of Board Meetings.

1. Contents of Minutes. The minutes of each Board meeting will summarize the matters discussed at the meeting and record all motions made, the names of the individuals who made and seconded each motion, ~~the number of individuals voting for and against each motion~~, the disclosure of any conflicts of interest, and the names of any individual abstaining from a vote.
2. Approval and Publication of Minutes. The minutes of every Board meeting will be approved at the first meeting following the meeting to which the minutes pertain and will be published on the HCCSC website within 2 working days after their approval.

#### **Article IV. Board Committees – In General**

- A. Board Committees. The standing committees of the Board will include the Executive Committee, the System Performance Committee; the Recipient Approval and Evaluation Committee; the ~~Central Intake, Assessment, and Prioritization~~Coordinated Entry Committee, and the HMIS Committee. In addition, the Executive Committee may convene ad hoc committees as it sees fit to carry out the purposes of the HCCSC, and all standing committees may appoint subcommittees as necessary to more effectively execute their responsibilities.
- B. Committee Authority. Unless entrusted with specific authority to act on behalf of the Board as a whole, Board committees will serve in an advisory capacity only. No recommendations or actions taken by a committee will be considered actions of the Board without approval or ratification by the Board.
- C. Committee Members and Chairs. The chair and members of each committee will be selected by the Executive Committee and reported thereafter to the Board. Committee members may include both directors and non-directors. In determining committee membership, the Executive Committee will consider requests from HCCSC directors and members to serve on particular committees. However, the Executive Committee will exercise its judgment in accepting or rejecting these requests. Before appointing any individual to a committee, the Executive Committee will take into account:
  1. The relevance of the individual's experience and expertise to the work of the committee;

2. The appropriate size of the committee and the unique contribution, if any, that the individual is likely to make to the committee's work;
3. The potential conflicts of interest the individual will face in serving on that committee;
4. The diligence and effectiveness the individual has demonstrated in carrying out previous assignments for the HCCSC;
5. The advantages of engaging as many interested members as possible in HCCSC work; and
6. The need to continuously cultivate new HCCSC leaders.

The Board chair and Collaborative Applicant representatives may participate in all committees.

D. Notice of Meetings. A schedule of meetings will be distributed to committee members at the beginning of each calendar year, or, in the case of ad hoc committees, as soon as possible following the appointment of committee members. In addition, notice of the place, the date, and time of each committee meeting will be sent to committee 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.

E. Committee Decisions. All committees must 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 Board as a whole for deliberation and resolution.

F. Minutes.

1. Content of Minutes. The minutes of every committee meeting will briefly note the matters discussed at the meeting and reflect any final decisions reached and the reasons discussed for and against those decisions. In cases where a consensus has not been achieved, the arguments on all sides of an issue should be reflected, and members may ask that their views and votes be recorded in the minutes.

~~1.~~

2. Approval and Publication of Minutes. The minutes of every committee meeting will be approved at the first meeting following the meeting to which the minutes pertain and will be forwarded to the Collaborative Applicant within two days thereafter. Within one week after receiving the approved minutes, the Collaborative Applicant will publish them on the HCCSC website.

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## V. Standing Committees of the Board

- A. Executive Committee. The Executive Committee will consist of current officers of the Board and the immediate past chair of the Board. The Executive Committee will have all the powers and authority of the Board in the intervals between Board meetings but will remain subject to the direction and control of the full Board.

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

1. Soliciting recommendations from HCCSC members for candidates to fill available director positions and from Board members for candidates to fill available officer positions and by considering those recommendations in developing slates of candidates for those positions;
2. Selecting the chairs and members of Board committees, giving due consideration to the factors outlined in Article IV.C.;
3. Evaluating the conduct of directors, especially their compliance with the conflict of interest and attendance policies, set forth in this governance charter;
4. Taking action to correct or remove directors who are not fulfilling their responsibilities;
5. Developing and sharing with all HCCSC members at the beginning of each calendar year a description of the work that each Board committee will undertake during the year to the extent that that work is not already clearly defined in this charter;
6. Ensuring that each committee chair develops a reasonable schedule of meetings for the year and, as necessary, helping to develop the agendas for these meetings;
7. Soliciting feedback on and reviewing the performance of all employees and agents of the HCCSC on an annual basis, including the Collaborative Applicant and the HMIS Lead;
8. In consultation with the Collaborative Applicant and the HMIS Lead, reviewing this governance charter annually and recommending changes to the charter, including all changes necessary to preserve HCCSC's compliance with 24 CFR Subpart B and with HMIS requirements prescribed by HUD; and
9. Working with a group of self-selected HCCSC members every five years to review the process for choosing directors and, based on work of this group, recommend to HCCSC

members at their Annual Meeting a confirmation of the existing process or approval of proposed changes.

B. System Performance Committee. The System Performance Committee will collaborate with the Collaborative Applicant, services providers, and others to:

1. Plan for and conduct annually a point-in-time count of homeless persons within HCCSC's geographic area that meets the most current HUD requirements;
2. Recommend for adoption by the Board performance measures and targets to be used in evaluating the performance of the HCCSC and the performance of the various types of programs included in the system, incorporating, as appropriate, any performance measures and targets mandated or recommended by HUD;
3. Collect data annually to (a) evaluate HCCSC progress using performance measures and targets adopted by the Board and (b) elucidate the possible reasons for performance shortfalls and improvements;
4. Prepare for public distribution an annual report on the HCCSC's performance, highlighting strengths and weaknesses and analyzing data that may help to explain those weaknesses and provide direction in helping to address them; and
5. Collaborate with ~~a Mental Illness and Addiction Subcommittee and~~ other HCCSC partners and workgroups as expedient to monitor the needs of specific subpopulations of homeless and develop plans to address those needs.

C. Recipient Approval and Evaluation Committee. The Recipient Approval and Evaluation Committee will:

1. Annually review the collaborative process for developing a consolidated application for Stark County projects seeking CoC Grant funding, determine whether changes to that process are warranted, and recommend favored changes for Board 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 Board approval changes necessary to ensure that the scoring and ranking of projects are based primarily on objective criteria designed to determine the following:
  - 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 HCCSC;
  - d. The extent to which projects satisfy other priorities established by HUD or the CoC;
  - e. The stability of projects and their sponsoring organizations and their capacity to administer ~~CoC grants funding~~;
  - f. The extent to which projects and their sponsoring organizations understand and effectively collaborate with the HCCSC 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. The extent to which project staff attend required professional development sessions and pursue other professional development opportunities.
3. Develop, annually review, and oversee the operation of grievance procedures for organizations that have applied for CoC or ESG funding and recommend any favored changes to the Board for approval;
  4. Review requests for HCCSC endorsement of new programs as prescribed by the HCCSC's *Policies for Review and Endorsement of New Programs Serving the Homeless*;
  5. Consult with actual and prospective recipients and sub-recipients of Continuum of Care funding to establish individual performance targets;
  6. Ensure that (a) the Collaborative Applicant is monitoring the performance of recipients and sub-recipients of Continuum of Care and Emergency Solutions Grant funding in accordance with established procedures and bringing to the attention of the committee any performance issues that jeopardize the funding they are receiving and (b) the Collaborative Applicant is following established procedures to resolve any performance problems; and
  7. Consult with the Collaborative Applicant to develop for Board approval impartial procedures and, to the extent possible, objective criteria to be used in evaluating, ranking, and recommending to the HCCSC Board all other applications for funding that must be endorsed by the HCCSC.
- D. ~~Central Intake, Assessment, and Prioritization Coordinated Entry Committee~~. The ~~Central Intake, Assessment, and Prioritization Committee (the Central Intake~~

~~Committee~~Coordinated Entry Committee will work with Emergency Solutions Grant Program recipients and Continuum of Care Grant Program recipients to develop and annually review the following for Board approval and oversee their implementation:

1. Policies and procedures for establishing and 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;
2. Written standards for providing HCCSC assistance that, at a minimum include:
  - a. Policies and procedures for evaluating individuals' and families' 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 rehousing assistance;
  - d. Standards for determining what percentage or amount of rent each program participant must pay while receiving rehousing 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 centralized or coordinated assessment system 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.
3. Procedures for monitoring the ~~Central Intake~~Coordinated Entry System, ~~Entry System~~, ~~services prioritization tool~~ Common Assessment and Service Prioritization System tool and correcting any identified deficiencies.

E. HMIS Committee. The HMIS Committee will work with the HMIS Lead to:

1. Develop, annually review, and, as necessary, revise for Board approval a privacy plan, security plan, and data quality plan for the HMIS and all other policies and procedures required by regulations and notices issued by the Department of Housing and Urban Development; and

2. Develop for Board approval and implement a plan for monitoring the HMIS to ensure that:
  - a. Recipients and sub-recipients consistently participate in the HMIS;
  - b. HMIS is satisfying the requirements of all regulations and notices issued by the Department of Housing and Urban Development; and
  - c. The HMIS Lead is fulfilling the obligations outlined in its memorandum of agreement with the HCCSC, including the obligation to enter into written participation agreements with each contributing HMIS organization (CHO).

## **Article VI. Board Officers**

- A. Officer Positions. The Board will have three officers: chair, vice chair, and secretary. No one may occupy more than one office at a time.
- B. Representative of Management Organization or Collaborative Applicant as Chair. The Board may elect as a Board chair any representative of an organization that is serving as Collaborative Applicant of the Continuum or playing any another significant role in managing the Continuum. In the event that such a representative is elected to as chair of the Board, he or she will participate in Board meetings and in meetings of the Executive Committee as a non-voting member.
- C. Election of Officers. At the final Board meeting of the year, directors 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, directors will elect an individual to fill that vacancy at their next scheduled meeting.
- D. 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 calendar year in which he is elected and two full years thereafter. Officers elected in the year in which Articles I through IX of this charter are first approved will serve the remainder of that year and an additional two full years thereafter.
- E. Resignation and Removal. An officer may resign from the Board at any time by giving written or oral notice to the Board chair or vice chair. In addition, officers may be removed from their positions by a majority vote of remaining Board members for repeated violation of the code of conduct or conflict of interest policies outlined in Article VIII of this charter.

- F. Duties of the Chair. The chair will preside over meetings of (1) HCCSC members; (2) the Board; and (3) the Executive Committee.
- G. 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.
- H. Duties of the Secretary. The secretary will keep or cause to be kept accurate minutes of member, Board, and Executive Committee meetings. In addition, the secretary will ensure that:
  1. Board committees are preparing timely minutes of their meetings;
  2. All minutes are promptly published on the HCCSC's website; and
  3. Proper notice is issued for all member, Board, and Executive Committee meetings.

## VII. Appointment of Agents and Designation of HMIS System

- A. HMIS Lead. The ~~Mental Health and Recovery Services Board of Stark County~~ Mental Health & Addiction Recovery (StarkMHAR) will serve as HCCSC's HMIS Lead and, in so doing, will fulfill the responsibilities outlined in the Memorandum of Agreement that is incorporated into this charter as an appendix.
- B. Collaborative Applicant. Stark Housing Network, Inc. will serve as HCCSC's Collaborative Applicant and, in so doing, will fulfill the responsibilities of the Memorandum of Agreement that is incorporated into this charter as an appendix. These responsibilities will include carrying out the duties outlined in this charter.
- C. HMIS Designation. HCCSC hereby designates Adsystem, Inc. as the single Homeless Management Information System for its geographic area.

## VIII. Code of Conduct and Conflicts of Interest

- A. Attendance and Conduct. Directors, committee members, and other HCCSC employees and agents must exercise care, diligence, and prudence when acting on behalf of HCCSC. These individuals must complete on time the work they have agreed to undertake. In addition, as required by their respective positions, they must attend Board and committee meetings and be prepared to discuss matters presented for their deliberation. Absence without notice or explanation for three meetings within a calendar year or



repeated failure to complete work assignments will be grounds for removal from the Board and from any committee 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.

B. Conflicts of Interest.

1. Directors, committee members, and other HCCSC employees and agents must abide by the following rules in order to avoid conflicts of interest and promote public confidence in the integrity of the HCCSC and its processes. Failure to honor these rules will be grounds for removal from the Board and any of its committees and for dismissal from the HCCSC's service.
  - a. Directors, committee members, and other HCCSC employees and agents may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
    - i. Any organization that they or a member of their immediate family represents; or
    - ii. Any organization from which they or a member of their immediate family derives income or anything of value.
  - b. Whenever HCCSC directors, committee members, employees, agents, or any of their immediate family members have a financial interest or any other personal interest in a matter coming before the Board or one of its committees, they must:
    - i. Fully disclose the nature of the interest; and
    - ii. Withdraw from discussing, lobbying, and voting on the matter.
2. At the beginning of every meeting of the Board and every Board committee, the meeting chair must ask if there are any conflicts of interest or potential conflicts of interest that need to be disclosed before the business included in the meeting's agenda is discussed.
3. Any matter in which directors or committee members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. In addition, the minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested directors' and committee members' actual or potential conflicts of interest and their abstention.

4. HCCSC directors, committee members, employees, and agents must sign a conflict of interest form annually, affirming that they have reviewed the conflict of interest policy and disclosing any conflicts of interest that they face or are likely to face in fulfilling their duties as directors.

## **IX. Approval of Governance Charter and Subsequent Amendments**

- A. Scope of the Governance Charter. The governance charter of HCCSC (“the Charter”) includes Articles I through IX, which establish a framework for governing the HCCSC, as well as a series of appendices 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 HCCSC.
- B. Approval and Subsequent Amendment of HCCSC’s Governance Framework. The governance framework outlined in Articles I through IX of the Charter and every subsequent amendment to that framework must be approved by HCCSC members.
- 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 Board members.
- D. Regular Reviews of the Governance Charter. In consultation with the Collaborative Applicant and the HMIS Lead, the Executive Committee will review the Charter annually and recommend to the Board changes to improve the functioning of HCCSC and maintain compliance with federal and state regulations. In addition, every five years after initial approval of the Charter, the Board, acting through the Executive Committee, will invite interested members to participate in a review and discussion of the Board selection process. Based on the consensus achieved in that discussion, the Board will ask HCCSC members to ratify the existing selection process or approve proposed changes to that process at their next Annual Meeting.

**AMENDED HCCSC 2016 WORK PLAN – March 8, 2016**

TASKS	WHO IS RESPONSIBLE	DUE DATES	NOTES/ PROGRESS
<b>HIGH PRIORITIES</b>			
<p><b>Executive Director:</b> Obtain funding for Continuum Executive Director position, conduct search, and hire and orient executive director.</p>	<p>Executive Committee with advice of the entire Board</p>	<p>End of April</p>	<p><i>Funding for the ED position was secured from Sisters of Charity Foundation on 2/4. Arrangements with Goodwill to post job opening were finalized on 2/29.</i></p>
<p><b>Establish New Backbone Organization:</b> Develop name; mission; recruit initial board members; develop code of regulations; file articles of incorporation; and file Form 1023 with the IRS</p>	<p>Executive Committee with advice of entire Board</p>	<p>End of March</p>	<p><i>Suggestions for name and statement of purpose will be submitted to HCCSC Board for vote on 3/8. Volunteers for founding Board members will be recruited at same meeting.</i></p> <p><i>In the meantime, another possibility has appeared that may preclude the need to establish a backbone organization of our own. Please see 3/8/16 Board Updates for further information.</i></p>
<p><b>Develop Funding Plan for New Organization:</b> Convene mayors of Canton, Massillon and Alliance and Stark County commissioner and secure commitments for some immediate and substantial long-term support for the organization.</p>	<p>Executive Committee with help from CoC Board members and Executive Director and Board members of the Sisters of Charity Foundation</p>	<p>End of April</p>	<ul style="list-style-type: none"> <li>• <i>Following 1/27/16 meeting with Canton's mayor and deputy mayor, Jean was unable to regain their attention to schedule the meeting they agreed to facilitate with the mayors of Massillon and Alliance and representatives of the county commissioners. She will begin scheduling individual appointments with these individuals in March.</i></li> <li>• <i>On 2/17, Lisa and members of her staff along with Jean, Natalie, and Jennifer Keaton participated in a conference call with our regional HUD representative Anthony Forte to</i></li> </ul>

			<p><i>explore the possibility of using CDBG funds to offset at least some ongoing CoC operating expenses. See 3/8/6 Board Updates for information about this call.</i></p> <ul style="list-style-type: none"> <li>• <i>Following up on Shirene's suggestion to explore the availability of Community Reinvestment Act funds to defray CoC operating costs, Jean attempted to contact Bill Shivers of Huntington Bank twice (by phone and e-mail) but has received no response. John Aller has agreed to contact Joe Luckring of PNC Bank.</i></li> </ul>
<b>Develop New Strategic Plan</b>	Executive Director/HCCSC Board/ HCCSC members	ASAP after ED hired	<i>Nothing to report.</i>
<p><b>Increase Employment and Employment Income for CoC Clients:</b></p> <ul style="list-style-type: none"> <li>• Provide CSH training for providers</li> <li>• Engage job training/placement programs in developing plans and MOAs for cooperation among homeless programs, job training and placement programs, and willing local employers</li> <li>• Initiate pilot program with Goodwill</li> <li>• Explore with OhioMeansJobs possibilities for prioritizing homeless persons in new WIOA-funded transitional age youth program</li> </ul>	Jean Van Ness, Shannon McMahon William, YWCA RRH Team, Goodwill staff, OMJ staff	Ongoing	<ul style="list-style-type: none"> <li>• <i>A 4.5 hour workshop has been scheduled for 3/16 at the OhioMeansJobs facility on 25<sup>th</sup> Street. Speakers will include CSH's Katie Kitchin talking about web-based resources; Raven Oglesby of COHHIO talking about the impact of employment income on SSI/SSDI recipients or prospective recipients; Mike Rogers of Case Western Reserve University, talking about supported employment; and representatives of Goodwill and OMJ who will discuss their programs to improve employment outcomes for the chronically unemployed and underemployed. The workshop will conclude with a "fishbowl" session to begin to develop strategies for inclusion in a community-wide plan to improve employment outcomes.</i></li> <li>• <i>Goodwill and YWCA are working together to recruit households to participate in the first cohort of homeless people to be served in the</i></li> </ul>

			<i>Goodwill's Dream to Achieve Program, which will provide long-term support to families with dependent children who establish goals for securing jobs that will provide livable wage.</i>	
<p><b>Increase Medicaid Enrollment among CoC Clients and Use of Medicaid by Providers to Fund Supportive Services:</b></p> <ul style="list-style-type: none"> <li>• Provide CSH training</li> <li>• Provide CSH help as needed to individual providers to determine whether they can use Medicaid to enhance services or replace CoC dollars</li> <li>• Identify programs with low Medicaid enrollment and develop plans to increase their enrollment</li> </ul>	Kellie Johnson/Natalie McCleskey/Jean Van Ness	Ongoing	<ul style="list-style-type: none"> <li>• <i>CSH-provided training took place on 2/3.</i></li> <li>• <i>Since that training, Alliance for Children and Families, ICAN, and YWCA have all indicated that they want to explore further the feasibility of becoming certified to bill for Medicaid -funding services. Jean has spoken to Katie Kitchin about next steps, and Katie has promised to get back to Jean on 3/14 with a plan for proceeding.</i></li> <li>• <i>Jean has asked Natalie to follow up with projects identified as having low Medicaid enrollment and find out precisely what services they need to increase enrollment.</i></li> </ul>	
<p><b>Explore and Implement Additional Measure to Increase Client Access to Mainstream Benefits;</b></p> <ul style="list-style-type: none"> <li>• Analyze data to determine which providers are doing this most successfully and ask them to share methods</li> <li>• Consult with CSH and providers about probable value of more extensive SOAR training</li> <li>• Check with SSI Specialist on use of services and results</li> <li>• Develop form to track help given to clients in determining eligibility and apply for benefits</li> </ul>	Natalie McCleskey/Jean Van Ness/CSH/HSC	Ongoing	<i>Nothing to report.</i>	
<p><b>Develop New Estimate of Need for PSH for Chronically Homeless:</b> Use new information being developed by Stark Social Workers Network and HMIS about numbers of chronically homeless and work with CSH as necessary to develop new estimate of number of PSH units needed to end chronic homelessness and any subpopulations to which subgroups should be targeted.</p>	PSH Quality Assurance Group System Performance Committee	End of May	<ul style="list-style-type: none"> <li>• <i>On February 23, Jean met with Jennifer Keaton and Theresa Ponchak to discuss progress being made by Stark Social Workers Network and others to certify the status of clients on the central prioritization list who have self-identified as chronically homeless (CH). Jennifer and</i></li> </ul>	

			<i>Theresa have reported that significant progress is being made in working through that list and that the results of the work suggest that we have far fewer CH clients than the list indicated.</i>
<b>End Homelessness for Veterans:</b> <ul style="list-style-type: none"> <li>Analyze October 2015 specifications and benchmarks issued by USICH and determine how close Stark County is to effectively ending homelessness among veterans</li> <li>Identify and implement steps necessary to meet USICH specifications/benchmarks</li> <li>Report monthly to Board on progress and on help needed to achieve goal of effectively ending homelessness among veterans</li> </ul>	Amanda Fletcher, Lisa Waikem, Crystal Sandor, Stark County Veterans' Task Force	Ongoing	<i>See separate report prepared by Amanda Fletcher.</i>
<b>Regularly Convene Housing Providers to Share Plans and Promote Cooperation in Addressing Needs for Low-Income and Supportive Housing</b>	Mike Cody/Jean Van Ness/SCMHAR Representative	Ongoing	<i>Nothing to report.</i>
<b>Develop Closer Collaboration with Stark Metropolitan Housing Authority:</b> <ul style="list-style-type: none"> <li>Develop MOU between SMHA and CoC establishing expectations for annual meeting to discuss areas of collaboration for incorporation in SMHA's annual plans</li> <li>Ensure that CoC speaks with one voice to identify system-wide priorities/preferences in dealing with SMHA</li> <li>Revise Homeless Certificate, improve access to current information about homeless status and whereabouts of applicants for PH, and take other measures to ensure PH opening are filled quickly in the order of priority established by the CoC</li> </ul>	Mike Cody/Jean Van Ness/Natalie McCleskey /Hotline and HMIS Staff	End of May	<ul style="list-style-type: none"> <li><i>Mike and Jean met to discuss development of an MOU and ways that the Central Intake &amp; Assessment System could cooperate more closely with SMHA to verify the homeless status of households receiving preferences for public housing based on their homeless status. Jean forwarded to Jennifer Keaton and Theresa Ponchak names of SMHA staff to contact for discussions about better coordination of efforts.</i></li> <li><i>On February 24, Mike, Natalie, and Jean met with SMHA's new Director of Planning and Development, Darrell Davis, to brief him on the HCCSC and discuss ways that SMHA and HCCSC might work together in the future to better serve the homeless, especially those hard-to-house individuals who have been involved with the criminal justice system.</i></li> </ul>

<p><b>Increase Public Awareness and Access to Information about the Continuum:</b></p> <ul style="list-style-type: none"> <li>• Update HCCSC website and make it more user friendly</li> <li>• Publish second annual HCCSC report</li> <li>• Develop plan for making available to the public performance data for individual providers</li> <li>• Look for opportunities to publicize information about success/challenges and engage wider public in the HCCSC’s work</li> </ul>	<p>Natalie McCleskey/Shannon McMahon Williams/Jean Van Ness/Lynne Dragomier/System Performance Committee/</p>	<p>Annual Report by end of July.</p>	<ul style="list-style-type: none"> <li>• <i>As MHRSB transitions to StarkMHAR, it is overhauling its website, and HCCSC’s website will be revamped along with it. Natalie and Shannon have met with StarkMHAR staff to discuss the transition and are collaborating with that staff to reorganize HCCSC’s website and write new content by 4/1 in order to meet StarkMHAR’s targeted go-live date on 5/3. The new website will be much more user-friendly and easy to edit.</i></li> </ul>
<p><b>Identify Next Steps for Addressing Youth Homelessness:</b></p> <ul style="list-style-type: none"> <li>• Identify new chair for Youth Committee</li> <li>• Determine what, if anything, the CoC should be doing to support the new youth shelter</li> <li>• Work with providers and other interested agencies to determine if any additional programs and services should be piloted to address the needs of this population</li> </ul>	<p>Youth Committee with guidance from Nedra Petro</p>		<p><i>Nothing to report.</i></p>
<p><b>Develop Plans for Housing For Ex-Offenders</b></p> <ul style="list-style-type: none"> <li>• Determine whether we have the necessary partners, the capacity, and the champion to drive this project</li> <li>• If yes, begin meeting monthly under guidance of CSH to formulate plans</li> </ul>	<p>Mike Cody/ Jean Van Ness/ Members of Re-entry Coalition</p>		<p><i>Group has met twice, including once on 2/2 with representatives of CSH. Currently, trying to schedule 3<sup>rd</sup> meeting in which CSH’s Leah Werner will be participating by phone. Julie Sparks has agreed to attend upcoming meetings in order to determine whether ICAN has a potential role to play as a development partner for this project.</i></p>
<p><b>Implement Education Policies:</b> (1) Include as part of annual onsite monitoring of ESG- and CoC-funded providers review of compliance with “HCCSC Providers’ Education-Related Duties”; (2) Update list of Stark County school districts’ homeless liaisons and their contact information and post on HCCSC website before beginning of 2015-16 school year. (3) Update, as necessary, list of education coordinators appointed by projects and their contact information and post on website. (4) Post information and downloadable brochures about educational rights of homeless on website. (5) Confirm that Homeless Hotline</p>	<p>(1) -(3) Natalie McCleskey  (4) Natalie McCleskey and Kelly Perry  (5) Jennifer Keaton  (6) Kelly Perry  (7) Cathy Jennings</p>		<p><i>Cathy has discussed with Early Childhood Resources Center staff the possibility of developing trainings to help early child care providers deal with homeless families and to address the needs of homeless parents of young children. Through partnerships with the ECRC, Child and Adolescent Center, and Pathway Caring for Children, she is hoping to be able to offer at</i></p>

<p>staff knows rules governing eligibility of unaccompanied youth and homeless families with children for education services and routinely notifies families of their eligibility for such services even if they are not eligible for shelter or housing. (6) Share with Stark County school districts protocols developed by Canton City Schools for identifying and engaging homeless children and families; provide shelters and housing projects with brochures and information about education rights of unaccompanied youth and homeless families; and coordinate with director of Stark County Educational Services' Center ICare program to provide educational presentations to various groups of school personnel. (7) Finalize plans with ECRC to develop training(s) for early child care providers as well as programs for homeless parents of young children.</p>			<p><i>least one training for child care staff and parents before the end of the year.</i></p> <p><i>See additional information provided by Cathy in 3/8/16 Board updates.</i></p>
<p><b>Identify Possible Roles for HCCSC in Addressing Needs of Victims of Human Trafficking</b></p> <ul style="list-style-type: none"> <li>• Ensure providers are aware of opportunities for training in ways to identify and help victims of human trafficking</li> <li>• Ensure that at least one CoC representative is involved in relevant community discussion about human trafficking and is reporting information to the Board about the number and needs of victims</li> <li>• If needs for special housing and supportive services for trafficking victims becomes apparent, explore how to address these needs.</li> </ul>	<p>John Aller (notify of trainings available through SCM HAR and others); Bruce Lawver and Kim Kroh (stay current on and bring to Board information about human trafficking in Stark County and housing/service needs of victims)</p>	<p>Ongoing</p>	<p><i>Kim Kroh identified various groups that are addressing human trafficking in Stark County and the dates and times those groups are meeting.</i></p> <p><i>See information about these groups in 3/8/16 Board Updates.</i></p>
<p><b>Develop Strategies for to Use Available Homelessness Prevention Funds More Effectively</b></p>	<p>Shannon McMahon Williams and Ad Hoc Committee including representatives of the Homeless Hotline, United Way's Emergency Assistance Collaborative, and other community partners involved in emergency assistance work.</p>		<p><i>After a hiatus of several months, the Homelessness Prevention and Emergency Assistance (HP/EA) Leadership Team met in February to review an Action Plan for 2016, discuss data points that it could regularly review, and set a meeting schedule. At the meeting, the group approved its 2016 Action Plan and decided to meet beginning in April immediately following the joint Quality Assurance Workgroup meetings on the first Fridays of each month. The Action Plan establishes the group's goal to "prevent those at risk and at imminent risk of homelessness from becoming literally homeless," and, among other things, tasks the group with holding a large</i></p>



			<i>community planning meeting inviting its members and other community partners who administer related assistance in order to promote coordination of HP/EA efforts and forge partnerships in pursuit of developing a comprehensive homelessness prevention strategy for Stark County. They will consult with CSH throughout the year on their various objectives and hope to engage CSH consultants as facilitators for the large planning meeting.</i>	
<b>Develop System-wide Plan to Affirmatively Further Fair Housing</b>	Beverly Lewis, Jean Van Ness		<i>No progress to report.</i>	
<b>EXECUTIVE COMMITTEE</b>				
1. Develop HCCSC work plan for 2016		By 2/9/16	<i>Amended version of plan to be presented at 3-8-16 Board meeting.</i>	
2. Develop monthly and quarterly reporting forms so Board can easily see current demand for homeless services and HCCSC's success in meeting demand			<i>Monthly reporting form approved by Board in January. First report covering January and February should be available for review at 3-8-16 Board meeting.</i>	
3. Confer with each committee chair, as necessary, to discuss and refine work plans for year and solicit e-mail approval of entire work by Board.		By 2/11/16	<i>Still refining work to be done by System Performance Committee.</i>	
3. Distribute conflict of interest forms to and collect completed forms from all Board members.	Natalie McCleskey	2/9/16	<i>Done.</i>	
4. Update committee membership rosters and post on website	Natalie McCleskey	End of February		

5. Track attendance of directors and compliance with conflict of interest and other Board policies and confer with any director that falls short of expectations		Ongoing		
6. Complete annual review of (a) HMIS Lead in collaboration with HMIS Committee and (b) Collaborative Applicant and CoC Planner		End of March		
7. In consultation with Collaborative Applicant and HMIS Lead review Governance Charter Articles I-IX and all addenda establishing policies and procedures for the operation of the Board and its committees and recommend changes, if necessary, to the Board		Ongoing		
<b>SYSTEM PERFORMANCE COMMITTEE</b>				
1. Analyze PIT count and other data as necessary to identify successes and recommend areas on which HCCSC should focus for improvement; include analysis and recommendations in annual report.		End of April	<i>Committee met on February 16 and spent most of its time reviewing this and other assignments to ensure that it understood the nature of the assignments. Some additional clarification may be necessary. Natalie and Jean will work on this with Maria Heege, the Committee chair.</i>	
2. Review and adjust, as necessary, system performance targets and recommend whether targets individual provider targets on same measure should be adjusted due to nature of populations served by providers.		End of May		
3. Collaborate with Evaluation and Review Committee to develop system-wide priorities to be used in scoring applicants for 2015 CoC and ESG funding.		End of March		
4. Review and propose changes to Board of Governance Charter Article V.B.		End of September		
<b>HMIS COMMITTEE</b>				
1. Resolve glitches with new software.		ASAP	<i>At the Committee's 3/1 meeting, Jennifer Keaton reported that all major data issues reported to the</i>	

			<i>Board at its February meeting have been resolved or in the process of being resolved. This will be discussed further at the Board's 3/8 meeting under Old Business.</i>	
2. Continue to review and revise HMIS policies as necessary		Ongoing	<i>The Committee has revised the HMIS Privacy Policy and will be submitting parts of its for review by SCM HAR's attorney. At its April meeting, the Committee will be review HMIS' Data Quality Plan.</i>	
3. Develop checklist of HMIS duties as outlined in CoC policies, HUD regulations, and the CoC's MOA with the HMIS Lead and a method for confirming that these duties are being carried out in a timely fashion.		ASAP		
4. Provide of the Board a monthly written report indicating whether HMIS is fulfilling its duties and explaining any challenges with the system.		Ongoing		
5. Conduct annual review of HMIS Lead and present results to Board.		End of March		
6. Review and suggest changes, as appropriate, to MOA and Governance Charter Articles V.E.		End of September		
<b>CENTRAL INTAKE, ASSESSMENT, &amp; PRIORITIZATION COMMITTEE</b>				
1. Evaluate and recommend to the Board, as appropriate, changes to central intake, assessment, and prioritization (CIAP) policies to reflect HUD's new definition of chronically homeless		End of March	<i>First 2016 meeting of the Committee scheduled for 3/30.</i>	
2. Continue to evaluate and recommend to the Board, as appropriate, changes to CIAP policies and procedures to respond to problems identified or suggestions made by the Quality Assurance Workgroups.		Ongoing		
3. Review Article V.D. and all policies and procedures relating the Central Intake that were developed before and recommend changes for Board approval.		End of September		

<b>RECIPIENT APPROVAL AND EVALUATION COMMITTEE</b>				
1. Refine quarterly/monthly reviews procedures, determining what data the committee wants to review; whether ESG and HCRP project outcomes should be reviewed quarterly along with the outcomes of CoC-funded projects; whether CoC, ESG, and HCRP/ODSA-funded provider should submit status report on the same frame		End of March	<i>Committee met on 2/1 and began reviewing data compiled by Natalie and considering other data to be reviewed on regular basis.</i>	
2. Review and, if appropriate, recommend changes to the new projects process		End of March		
3. Review and, if appropriate, recommend changes to the CoC application process, especially with an eye to making the process more transparent and open to new projects and increasing fairness of process.		End of April	<i>Natalie and Jean have discussed and Natalie has begun to draft changes to the CoC application process. Natalie will provide an overview of major changes at the 3/8/16 Board meeting.</i>	
4. Consult with Quality Assurance Groups and System Performance Committee to determine whether individual performance target on system performance measures should be adjusted due to differences in types of clients served		End of July		
5. Review and recommend changes, as appropriate, to the scoring and ranking process for CoC application by, among other things, including additional and, where possible, more objective criteria that draw appropriate distinctions between high performing and lower performing projects				
6. Review and recommend for Board approval any changes to Governance Charter Article V. C.		End of September		

**A.2**

**Prospective HCCSC Committee Member**

**Questionnaire**

**Name:** \_\_\_\_\_

**Agency/Organization:** \_\_\_\_\_

**Committee(s) of Interest:** \_\_\_\_\_

1. Has your employer requested or approved your participation in the HCCSC committee(s) you are interested in joining? Y N

2. Has your employer approved your use of time during the workday to attend committee meetings? Y N

3. Are there any days or times during the workweek when you are not available to attend meetings? Y N If "yes," please specify:

\_\_\_\_\_  
\_\_\_\_\_

4. Do any other employees from your place of employment serve currently on the committee(s) you want to join? Y N

5. Is your employer or the employer of any family member currently receiving Continuum of Care or Emergency Solutions Grant program funding? Y N

If "yes," please provide details:

\_\_\_\_\_  
\_\_\_\_\_

**A.2**

6. Do you have any reason to believe that your employer or the employer of any family members may be requesting Continuum of Care or Emergency Solutions Grant program funding in the future? Y N

7. Do you anticipate that your service on the committee(s) you want to join will present any perceived or real conflicts of interest? Y N If "yes", please explain:

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8. Please describe any experience, expertise, training, or certifications you have that may be of useful in your work with the committee(s) you want to join:

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9. Are you now or have you ever been homeless? Y N If "yes," please explain:

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