

**HOMELESS CONTINUUM OF CARE OF STARK COUNTY
BOARD MEETING
Tuesday, December 11, 2018
9:30am at the Community Campus at Goodwill
Meeting Minutes**

Members Present

Captain Gabbard
Beverly Lewis
Shannon McMahon Williams
Rollin Seward
John Aller
Shirene Starn Tapyrik
Julie Sparks
JoAnn Breedlove
Marty Chumney
Lynne Dragomier
Cheli Curran
Kim Kroh

SHN

Marcie Bragg
Melissa Terrell

Members Not Present

Lisa Warden
Maria Heege
Cathy Jennings
Danelle Lightner

Guest

Jennifer Keaton
Natalie McCleskey
Lisa Snyder

I. Welcome/Approval of Minutes

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

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

Motion: Marcie requested a motion to approve the Homeless Continuum of Care of Stark County Board meeting minutes for the month of November. Shannon motioned to approved. Julie seconded the motion, and the motion was carried by a unanimous vote of all members present except Kim and Beverly, whom abstained. Kim and Beverly were not present at the November meeting.

II. Approval of the 2019 Point in Time (PIT) Methodology (See Attachment 1)

Natalie McCleskey from ICAN Housing, which is the lead agency for organizing the Point in Time (PIT) count, introduced the 2019 PIT methodology to the Board members. The PIT count is an annual requirement of The U.S. Department of Housing and Urban Development (HUD) which takes place on the last week of January. The PIT count is essential to quantifying a community need for additional funding and helps HUD capture national data on the homeless population. Stark County has several methods for conducting the PIT count including: service-based count; street count; youth count; and emergency shelter (completed by Homeless Navigation). During the month of January, volunteers will have the opportunity to attend one of several trainings in the community. The PIT volunteers hope to provide incentives/bus passes for those youth that complete the survey and also “blessing bags” full of items for those that complete the street survey. There will also be an overflow shelter provided by Crossroads church where those participants that are approached by the street count volunteers can go to have a safe place for the night. The survey that volunteers will administer has been utilized by Stark County for several years and updated as new guidance is issued by HUD; there were several small changes to the form this year to keep in compliance with HUD regulations and also to make the survey more user-friendly. Natalie and Melissa will create a press release for community awareness prior to the count.

Discussion:

- a. Homeless Navigation receives all the completed surveys and enters the data to gain a count and to de-duplicate names of those that have taken the survey more than once.

- b. Board members discussed that the PIT methodology should display information regarding the overflow shelter for the night of the count.

Motion: Marcie requested a motion to approve the CY2019 Point in Time Methodology with the recommended amendment to add information pertaining to the overflow shelter. Kim motioned to approve. Beverly seconded the motion and the motion was carried by a unanimous vote of all members present.

Natalie left the meeting at 9:54am.

III. Approval of HMIS Policy Revisions

a. E.4 HCCSC System Privacy Notice (See Attachment 2)

- i. There were several small revisions to this document which include adding the word system in the heading to encompass HMIS and Coordinated Entry and changing the terminology from client to participant to align with HUD's new terminology.

Motion: Marcie requested a motion to approve the *E.4 HCCSC System Privacy Notice* as amended. Lynne motioned to approve. Julie seconded the motion and the motion was carried by a unanimous vote of all members present.

b. E.5 HCCSC System Security Plan (See Attachment 3)

- i. There were several changes made to this document which include updating section *II Policy* and updating section *III Administrative Safeguards Workforce Security* section to reflect current processes.

Motion: Marcie requested a motion to approve the *E.5 HCCSC System Security Plan* as amended. Rollin motioned to approve. Kim seconded the motion and the motion was carried by a unanimous vote of all members present.

c. System User Agreement (See Attachment 4)

- i. There were several changes made to this policy which include changing terminology from client to participant to align with HUD's new terminology, the document will be required to be signed annually after required privacy and security training is completed by employees of participating agencies, and changing the heading from HMIS to System user.

Motion: Marcie requested a motion to approve the *System User Agreement* as amended. Marty motioned to approve. JoAnn seconded the motion and the motion was carried by a unanimous vote of all members present.

IV. Review of the HCCSC Member approved revisions to the Governance Charter of The HCCSC (See Attachment 4)

The Governance Charter was revised to reflect current practices and was presented to the HCCSC Members for review during the November 2018 HCCSC Members meeting. 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.

In January or February of 2019, the Stark Housing Network, Inc. would like to provide the HCCSC Board with new binders or provide a training on how to navigate the HCCSC website; starkcountyhomeless.org.

V. Review of the HCCSC Board of Directors (See Attachment 5)

The 2019 Board of Directors document was presented to the HCCSC Members during the November meeting. The HCCSC Members have motioned to approve the HCCSC Board of Directors terms on the board; terms are staggered and each member will serve a three year term. There are currently two positions on the Board that are

vacant: Kelly Johnson handed in her resignation at the end of 2017 and DeAnn Covey will be removed from the Board per Governance Charter requirements for non-attendance.

Discussion: When soliciting new HCCSC Board members, there are sectors of the community that should be taken into consideration such as jails, hospitals and the LGBT+ organizations. HCCSC Board members suggested representatives from the following: TRANSFER; health department; Access Health; Red-Cross; local clergy; Veteran organizations.

VI. 2019 HCCSC Board Meetings

a. Meeting Schedule

- i. The current days and time for the HCCSC Board meeting works well for the HCCSC Board Members.

b. Speaker Recommendations

- i. Marcie would like to provide an opportunity for organizations/individuals to present programs or information during the HCCSC Board meetings in 2019 and asked Board members for speaker recommendations. Board members will have the chance to recommend a topic that they would like to hear more about or recommend a speaker/organization to join the meeting and present information. Recommendations can be provided to Marcie for an upcoming 2019 HCCSC Board Meetings.

VII. 2018 Agency Accomplishments/Successes

All agencies funded by HUD Continuum of Care dollars were provided with an opportunity to present on 2018 accomplishments or successes during the December HCCSC Board meeting.

Julie Sparks, ICAN Housing, presented a participant success story that was focused on the success of the participant, ICAN Housing's employment initiatives, and the use of multiple funding sources to build a comprehensive, person-centered program.

Lisa Snyder, YWCA, presented a participant success story that focused on the success of the participant; the time required to reach success for this individual based on many episodes of homelessness, mental health, trauma and abuse; and the engagement strategies utilized by the YWCA staff.

Jennifer Keaton, StarkMHAR Homeless Navigation, shared a success about strengthening agency relationships. Over the past year, there has been increased interactions with the Domestic Violence Project Inc. and PATH Outreach; both of these projects are essential to our system and the increased communication has assisted in how applicants/participants are being served in the system. Jennifer also shared the number of incoming and outgoing calls to and from Homeless Navigation, the number of intakes that were completed and the number of callers who were diverted from the system.

Shirene Starn-Tapyrik, Alliance for Children and Families (ACF), shared a participant success story that focused on the success of the participant and the variety of services offered by ACF or by other agencies that collaborate with ACF to assist an individual from homelessness to owning their own home.

Marty Chumney, Stark Metropolitan Housing Authority (SMHA), provided an overview of SMHA's housing projects in the community. SMHA operates several different types of housing projects in the community.

Cheli Curran, Domestic Violence Project Inc. (DVPI), shared the volume of calls received at the DVPI Hotline. Despite adding twelve additional emergency shelter beds for those currently fleeing from domestic violence, DVPI had to turn down 300 families in need of shelter in the first quarter of 2018. The previous quarter, DVPI received 297 calls and was only able to house 7% of those calls; the goal is to house at least 60%.

VIII. Old Business
N/A

IX. New Business
Marcie thanked the Board for all their and the other committee members contributions to the HCCSC in 2018.

X. Adjournment

With no further business to be discussed, at 10:57am the meeting adjourned.

Homeless Continuum of Care (CoC) of Stark County Homeless Services Collaborative

2019 Annual Point-In-Time (PIT) Count

Methodology

Summary

Background: Local agencies and organizations conduct a count to determine the extent of homelessness in our community. This information is used to submit the Continuum of Care grant application to the U.S. Department of Housing and Urban Development (HUD). Stark County receives approximately \$3.1 million each year from the Continuum of Care grant to serve people who are homeless.

Unsheltered Count

Approach: To get the best count, Stark County will conduct a Housing Survey. The Housing Survey will include all HUD required PIT data points. The survey will be in paper format and electronic format.

Everyone will be asked where they stayed on January 29, 2019.

Strategies:

- **Service-Based Count:** Local agencies who serve the homeless will conduct the Housing Survey at their worksites for up to seven (7) days following the Night of the Count, from Wednesday, January 30th through Tuesday, February 5th. Volunteers will also be assigned to assist at some sites such as libraries, hot meal sites, food pantries and bus stations during this same time frame to survey individuals/families who are homeless.
- **Street Count:** Teams of volunteers, led by ICAN Housing's PATH Outreach staff and other experienced PIT volunteers will go out onto the streets on Wednesday, January 30th from 5:00 am – 7:00 am to cover known locations (where homeless people are known to congregate or sleep overnight). The Volunteer Teams will count and survey homeless people on the street. Known locations in Stark County are typically found in the cities of Canton, Massillon, and Alliance, which are jurisdictions referenced in local Consolidated Plans. One team will also address areas of the county, outside of these cities. Information regarding known locations was shared by the Homeless Navigation (Hotline) Coordinated Entry System, local homeless providers, and local street outreach staff. Police Departments, City/Village/Township Offices, zoning inspectors, and Emergency Medical Services (EMS), in both the cities and other, more rural, areas of the county are also being contacted to determine level of needed outreach in all areas of the county. Persons experiencing homelessness will be offered assistance with connecting to needed service providers and will be provided with "Blessing Bags" (donated by StarkMHAR,

OhioCAN and Goodwill) with items such as hygiene products, blankets, hats, gloves, water, granola bars, etc.

- **Youth Count:** Locations in Canton, Massillon and Alliance which are identified as sites where youth (under 25 year olds, including unaccompanied minors) may frequent will be used as the Youth PIT Count sites from Wednesday, January 30th through Friday, February 1st. Volunteers will be assigned to assist at these sites. Incentives, such as refreshments, will be given to youth as surveys are completed.

Survey: Questions on the survey determine if the individual is homeless (including chronically homeless); ask for identifiers to prevent duplicate counts; and request information to indicate veteran status, family composition, and disabling conditions. Individuals can also fill out the survey by contacting the Homeless Navigation (Hotline) at 330-452-4363.

Volunteer Training: Volunteer training will be mandatory for the 2019 PIT count. A minimum of five (5) trainings will be offered during the month of January 2019. Volunteers will select one training to attend. Training will equip volunteers with knowledge, experience and confidence regarding conducting the Housing Surveys, how to approach people and safety measures (particularly for the Street Count). Training will be offered at a variety of settings and at various times to provide more options to volunteers.

Sheltered Count

Approach: Stark County's Homeless Management Information System (HMIS) will provide data for the sheltered count. Additionally, social service, faith-based and other organizations within Stark County will be contacted to obtain information about any individuals or families housed by these entities in local hotels or motels on January 29, 2018. Finally, efforts will further include a one-night overflow shelter for the night of the count based at a local church and staffed by Refuge of Hope, the local men's shelter in the county.

De-Duplication Techniques:

HMIS software is programmed to eliminate duplication by comparison of multiple data points (first name, middle initial, last name, social security number, project entry date, date of birth, etc.), HMIS staff also conduct manual checks of result sets to ensure accuracy. Information obtained from organizations not participating in HMIS is examined using the same criteria, ensuring that each individual only appears once in the final PIT count.

The methodology was developed with input from the Homeless Continuum of Care (CoC) of Stark County PIT Count Committee, PIT Subcommittee(s), the Homeless Services Collaborative and via outreach to law enforcement and youth focus groups and in compliance with:

- **U.S. Department of Housing and Urban Development (HUD):** [Notice CPD-17-08: 2018 HIC and PIT Data Collection for CoC and ESG Programs](#)
- **HUD's PIT Count Methodology Guide 2014 (latest version).**

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HOMELESS CONTINUUM OF CARE OF STARK COUNTY ~~HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)~~ SYSTEM PRIVACY NOTICE

_____ is a Participating Agency in the Stark County Homeless Management Information System (HMIS) and the Coordinated Entry System (CES) hereinafter referred to as “the System”. ~~HMIS~~ The System is a shared homeless and housing database ~~system~~ administered by the Homeless Continuum of Care of Stark County (HCCSC) and the **current** Participating Agencies listed in Attachment A of policy E.3 Participant Informed Consent and Release of Information Authorization.

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The Stark County HMIS System seeks to improve services and programs for homeless and low-income households by allowing authorized staff at Participating Agencies to share Client participant information and to follow trends and service patterns over time. The Stark County HMIS System implements numerous privacy and security measures to ensure the confidentiality of your personal information.

Participation in the Stark County HMIS System is important to our community’s ability to provide you with the best services and housing possible and to better understand the local needs. As you receive services, information will be collected about you, the services provided to you, and the outcomes these services help you to achieve. Authorizing your information to be entered into the HMIS System and shared with Participating Agencies is voluntary. Refusing to do so will not limit your access to shelter or services.

A. About this Notice

1. This Notice describes the collection, use, disclosure and maintenance of Protected Personal Information for Clients Participants of the Stark County ~~System Homeless Hotline~~ whose information has been recorded in the Stark County ~~HMIS~~ HMIS System. It also describes the rights Clients Participants have regarding that information.
2. Protected Personal Information (“PPI”) is any “personal information” (PI) maintained about a Client Participant that:
 - i. allows identification of an individual directly or indirectly;
 - ii. can be manipulated by a reasonably foreseeable method to identify a specific individual; **or**
 - iii. can be linked with other available information to identify a specific Client Participant.
3. This Notice may be amended and policies or practices changed at any time. Amendments may affect personal information PI obtained before the effective date of the amendment.

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4. A written copy of this Notice will be provided to any individual who asks.

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B. Purposes and Procedure for Collecting Personal Information

1. Only lawful and fair means will be used to collect personal information PI.
2. Personal information PI may be collected for any one or combination of these purposes:
 - a. to provide or coordinate services to Clients Participants
 - b. to locate other programs that may be able to assist Clients Participants
 - c. for functions related to payment or reimbursement from others for services provided
 - d. to operate the HMIS Lead Agency System, including administrative functions such as legal, audits, personnel, oversight, and management functions
 - e. for another specific purpose of the HMIS Lead Agency System and/or a Participating Agency that is consistent with the intent and purpose of the HMIS policies
 - f. to comply with government reporting obligations
 - g. when required by law
3. Personal information PI is normally collected with the knowledge or consent of the Client Participant. If a Client Participant seeks assistance and provides personal information PI, it is assumed that the Client Participant consents to the collection of information as described in this notice.
4. Information about a Client Participant may also be obtained from:
 - a. Individuals who are with the Client Participant
 - b. Other social services organizations that the Client Participant has accessed
 - c. Government agencies
 - d. Public records

C. Use and Disclosure of Personal Information

1. Clients' Participants' personal information PI may be used or disclosed by Stark County HMIS the System and/or Participating Agencies only for the purposes listed below:
 - a. to provide or coordinate services to individuals
 - b. for functions related to payment or reimbursement for services
 - c. to carry out administrative functions such as legal, audits, personnel, oversight, and management functions
 - d. to create de-identified (anonymous) information that can be used for research and statistical purposes
 - e. when required by law to the extent that use or disclosure complies with and is limited to the requirements of the law

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- f. to avert a serious threat to health or safety, under certain conditions
- g. to report about an individual that the Participating Agency reasonably believes to be a victim of abuse, neglect or domestic violence under certain conditions

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- h. for academic research purposes under certain conditions
- i. to a law enforcement official for a law enforcement purpose (if consistent with applicable law and standards of ethical conduct) under certain conditions
- j. to comply with government reporting obligations for homeless management information systems and for oversight of compliance with homeless management information system requirements.

2. All other uses and disclosures of a Client's Participant's personal information PI-will only be made with the Client's Participant's written authorization, which the Client Participant may revoke in writing at any time.

D. **Inspection and Correction of Personal Information**

1. In order to inspect, obtain a copy of, or ask for correction of their personal information PI, Clients Participants should contact the HMIS Privacy Officer in writing at: HMIS Privacy Officer, 121 Cleveland Avenue SW, Canton, OH 44702.
2. Clients Participants may inspect and have a copy of their personal information PI maintained by the Stark County HMIS System. An explanation will be offered regarding any information that Clients Participants may not understand.
3. Any request(s) will be considered from Clients Participants for correction of inaccurate or incomplete personal information PI maintained about them. If the Stark County HMIS System agrees that the information is inaccurate or incomplete, the information may be deleted or marked as inaccurate or incomplete and to be supplemented with additional information.
4. Client Participant request(s) for inspection or copying of personal information PI may be denied under any one or combination of the following circumstances:
 - a. the information was compiled in reasonable anticipation of litigation or comparable proceedings,
 - b. the information is about another individual,
 - c. the information was obtained under a promise of confidentiality and if the disclosure would reveal the source of the information, **or**
 - d. disclosure of the information would be reasonably likely to endanger the life or physical safety of any individual.
5. If a request for access or correction is denied, the reason for the denial will be explained. Documentation of the request and the reason for the denial will be included as part of the personal information PI maintained.
6. Repeated or harassing requests for access or correction may be rejected.

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E. Complaints

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All complaints about Stark County HMIS System privacy and security policies and practices or the implementation of those policies and practices may be submitted to the HCCSC and/or the Participating Agency named above.

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HOMELESS CONTINUUM OF CARE OF STARK COUNTY ~~HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS), SYSTEM~~ SECURITY PLAN

I. Background

- A. The Department of Housing and Urban Development (HUD)'s Interim Rule requires implementation of security standards. Security standards are directed to ensure the confidentiality, integrity, and availability of all HMIS and Coordinated Entry System (CES) or System information; protect against any reasonably anticipated threats or hazards to security; and ensure compliance by end users.
- B. Written policies and procedures must comply with all applicable Federal law and regulations, and applicable state or local governmental requirements.

II. Policy

- A. ~~All administrative, physical, and technical safeguards shall be implemented within six months of approval of this security plan by the Homeless Continuum of Care of Stark County (HCCSC) Board.~~
- B. ~~If one or more of these standards cannot be implemented, HCCSC HMIS shall justify the implementation delay and produce a plan of action for mitigating any such shortfall(s) and developing milestones to eliminate the shortfall(s) over time.~~
- C. A. HCCSC HMIS Committee shall annually review and revise policies and agreements that protect and control access to electronic HMIS information.

III. Administrative Safeguards

- A. Security Officer:
 - 1. HCCSC HMIS and each Participating Agency must designate an HMIS Security Officer to be responsible for ensuring compliance with applicable security standards. For HCCSC HMIS, this person shall be the System Administrator from the Lead HMIS Agency.
- B. ~~Workforce Security:~~

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~~Each Participating Agency shall conduct background checks on all Users and submit the reports to HCCSC HMIS. Unless otherwise required by HUD, background checks may be conducted only once for all Users.~~

B. Workforce Security

- ~~Each Participating Agency shall conduct background checks on all Users. Unless otherwise required by HUD, all background checks may be conducted only once for all Users.~~

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C. Security Training and Follow-Up:

- HCCSC HMIS shall ensure that all Users receive security training prior to being given access to the HMIS, and that the training curriculum reflects the policies of the CoC and the requirements of this plan. HMIS security training is required annually.

D. Reporting Security Incidents:

- All Participating Agency security breaches involving access to HMIS data must be documented, logged, and reported to HCCSC HMIS within one business day.

E. Disaster Recovery Plan:

- ~~1.~~ The HMIS Software Vendor and Lead HMIS Agency must develop, maintain, and make available the Disaster Recovery Plan for all HMIS data.

F. Annual Security Review:

- HCCSC HMIS shall complete an annual security review to ensure the implementation of the security requirements for itself and Participating Agencies.

G. Contracts and Other Arrangements:

- HCCSC HMIS shall retain copies of all contracts and agreements executed as part of the administration and management of the HMIS or required to comply with the requirements of the HMIS security standards.

IV. Physical Safeguards

- ~~A.~~ Access to areas containing equipment, data, and software will be secured. All identifying information will be strictly safeguarded in accordance with the latest technology available provided by the HMIS Software Vendor. All data will be

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securely protected to the maximum extent possible. Ongoing security assessments to include penetration testing will be conducted on a regular basis.

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1. Server hardware physical security (Locked office)
2. Server software security (Location Access Controls and Username accounts)
3. Network software security (Firewall protection)
4. Network hardware physical security (Locked office)
5. Wire security (SSL and VPN Encryption)
6. Client data security (SSL and VPN Encryption)
- 6.7.7. Remote data storage

~~C.~~ C. HCCSC HMIS shall annually review and revise all physical measures, policies and procedures to protect the HMIS.

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V. Technical Safeguards

- A. All computing resources that will be used to access the HMIS will satisfy the following measures:
 1. Anti-virus and malware protection shall be installed on each workstation used to access the HMIS, whether accessed from the Participating Agency or remotely.
 2. Devices will be protected at all times by a firewall.
 3. User access through the internet will be controlled at all times. Participating Agency or User access may be suspended or revoked for suspected or actual violation of the security protocols.
- B. All potential violations of any security protocols will be investigated by the HMIS Security Officer.
- C. Any User found to be in violation of security protocols will be sanctioned accordingly. Sanctions may include but are not limited to: a formal letter of reprimand, suspension of system privileges, revocation of system privileges, termination of employment and criminal prosecution.
- D. Any agency that is found to have consistently and/or flagrantly violated security protocols may have their access privileges suspended or revoked.
- E. All sanctions can be appealed to the HCCSC Board of Directors.

Stark County HMIS System User Agreement

Agency Name: _____

User Name: _____
(Please Print)

In this Stark County Homeless Management Information System (HMIS) and Coordinated Entry System or the System User Agreement, "Agency" refers to the entity named above. Agency recognizes the privacy of Client Participant needs in the design and management of the Stark County HMIS System. Agency must vigilantly maintain Client Participant confidentiality, while treating personal data with respect and care.

As the guardians entrusted with this personal data, Stark County HMIS System -Users have an ethical and a legal obligation to ensure that the data is being collected, stored, accessed and used appropriately. It is also the responsibility of each User to ensure that Client Participant data is only used for the purposes for which it was collected. Proper User training, adherence to the terms and conditions as stated in the Agency Partner Agreement and a clear understanding of Client Participant confidentiality are vital to achieving these goals.

All Stark County HMIS System Users shall abide by all applicable Client Participant confidentiality obligations as set forth in the Stark County HMIS System policies, the HCCSC HMIS System Privacy Notice, any additional privacy notice of Agency, the Agency Partner Agreement and as follows:

- Client Participant Informed Consent and Release of Information Authorization must be signed by each Client Participant seen in person whose data is to be entered into the HMIS System. Verbal consent must be obtained in situations where the Client Participant is not seen in person, such as telephone intakes, registrations, and assessments. Client Participant refusal to sign the consent or verbally agree to data sharing will prevent individual data from being shared. The non-identifying data will still be used in aggregate reports.
- Client Participant consent may be revoked by that Client Participant at any time through a written notice.
- No Client Participant may be denied services for withholding or revoking consent for identifying HMIS System data collection.
- Clients Participants have a right to inspect, receive a copy of, and request changes to their Stark County HMIS System records.
- Stark County HMIS System Users may not share Client Participant data with individuals or agencies that have not entered into a Stark County HMIS Agency Partner Agreement without obtaining written permission from that Client Participant, except when verbal consent from the Client Participant is the only option (unless otherwise required or permitted by law).
- Stark County HMIS System Users will maintain Stark County HMIS System data in such a way as to protect the identity of Clients Participants and prevent the release of information to unauthorized agencies, individuals or entities. Any HMIS System User found to be in violation of the HMIS System Policies and Procedures, or the points of Client Participant confidentiality in the User Agreement may, within the discretion of the Lead HMIS Agency, be denied access to the HMIS System and potentially face additional sanctions from Agency.

I affirm the following:

1. I have read and will abide by the terms of the Stark County HMIS System policies.
2. I will maintain the confidentiality of Client Participant data in the Stark County HMIS System as outlined above and in the Stark County HMIS System policies. Confidentiality requirements extend beyond the termination of this Agreement.
3. I will only collect, enter, access, view and extract data in the Stark County HMIS System relevant to the delivery of services to homeless and formerly homeless people or those at risk of homelessness.
4. I will safeguard all system passwords and User codes.
5. This Agreement and my HMIS System access will terminate automatically upon my separation from employment with Agency or use of the HMIS is no longer part my Agency responsibilities.

Approved November 2017
HMIS Committee Approved 12.4.18

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Stark County HMIS System User Signature

Date

Stark County HMIS Agency Administrator Signature

Date

Approved November 2017
HMIS Committee Approved 12.4.18

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**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, and the names of any individuals voting against the motion.
 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, and the names of any individual voting against the motion.
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.

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.

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Within one week after receiving the approved minutes, the Collaborative Applicant will publish them on the HCCSC website.

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~~ CoC and ESG 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.

2019 HCCSC Board

2018 Board Members	2019 Board Members
Terms expiring 12/31/2020	Terms expiring 12/31/2020
John Aller (elected by members to 3-year term in 2017)	John Aller
Marty Chumney (elected by members to 3-year term elected in 2017)	Marty Chumney
Lynne Dragomier (elected by members to 3-year term in 2017)	Lynne Dragomier
Danelle Lightner (elected by the Executive Committee in February 2018 to complete term of Nedra Petro, elected for 3-year term in 2017)	Danelle Lightner
DeAnn Covey (elected to fill Crystal Swartz who was elected by Board in July 2014 to fill unexpired 3-year term to which Tim Corbi was elected by members in 2017)	DeAnn Covey - removed from the Board
Shirene Starn-Tapyrik (elected by members to 3-year term in 2017)	Shirene Starn-Tapyrik
Julie Sparks (elected by the Executive Committee in May of 2018 to complete term of Amanda Fletcher, elected to 3-year term in 2017)	Julie Sparks
Terms expiring 12/31/2019	Terms expiring 12/31/ 2019
Beverly Lewis (elected by Board to 3-year term in 2016)	Beverly Lewis
Cathy Jennings (elected by board to 3-year term in 2016)	Cathy Jennings
JoAnn Breedlove (elected by board to 3-year term in 2016)	JoAnn Breedlove
Rollin Seward (elected by Board in November to 2017 to complete term of Beth Pearson, elected to 3-year term in 2016)	Rollin Seward
Shannon McMahon Williams (elected by the Executive committee in March of 2018 to complete term of Jean Van Ness, elected by the Board in elected to 3-year term in 2016)	Shannon McMahon Williams

Term Expiring 12/31/2018	Term Expiring 12/31/2021
Captain John Gabbard (elected by Board to complete term of Bruce Lawver, elected to 3-year term in 2015)	Captain John Gabbard
Maria Heege (elected by members to 3-year term in 2015)	Maria Heege
Kellie Johnson (elected by members to 3-year term in 2015)	Resigned board position in 2017. The board position is currently vacant.
Kimberly Kroh (elected by members to 3-year term in 2015)	Kimberly Kroh
Cheli Curran (elected by Board in September 2017 to complete term of Bryce Talbott, elected to 3-year term in 2015)	Cheli Curran
Lisa Warden (elected by the Executive Committee in August of 2018 to complete term of Kelly Perry, elected by members to fill 3-year term in 2015)	Lisa Warden

2018 HCCSC Board Officers	2019 HCCSC Board Officers
	Term Expiring
Marcie Bragg , President (elected by the Executive Committee in 2018 to complete term of Kurt Williams elected by the Executive Committee in 2017 to serve 2-year term)	2019
Rollin Seward , Vice President (elected by the Executive Committee in 2018 to complete term of Lynn Dragomier elected by the Executive Committee in 2016 to serve a 2-year term)	2020
JoAnn Breedlove , Secretary (elected by the Executive Committee in 2018 to complete term of Jean Van Ness elected by Executive Committee in 2016 to serve a 2-year term)	2020
John Aller , Immediate Past Chair	