## Discussion

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| **Group** | **Creation** | **Chair** | **Membership** | **Duties** | **Reports To** |
| **Standing Board Committees** | Established by the CoC Board Charter | CoC Board Member | Appointed by the CoC Board and will include CoC Board Members, Chairs of Delegate Workgroups, and Community Representatives | Assigned by Charter: Assist in the coordination, measurement, and implementation of a community-wide strategy to end homelessness in Tarrant and Parker Counties | CoC Board of Directors |
| **Ad Hoc Committees** | Established by the CoC Board Executive Committee | The Chair will be appointed by the CoC Board Executive Committee and may be a CoC Board Member or Community Representative | The CoC Executive Board shall create ad hoc committees as necessary to accomplish its purpose, roles and responsibilities. Ad Hoc Committees could include both existing and to be formed groups focused on planning for a task specific activity or function such as the Homeless Count. These committees may include staff from provider and government organizations, consumers, funders, etc. | Ad hoc committees will work on particular issues and projects that improve outcomes, services, coordination, and cost | Standing Board Committee |
| **Subcommittees** | Established by the CoC Board Executive Committee | The Chair will be appointed by the CoC Board Executive Committee and may be a CoC Board Member or Community Representative | The CoC Executive Board shall create subcommittees as necessary to accomplish its purpose, roles, and responsibilities. Subcommittees could include existing and to be formed groups focused on planning that may be around *specific program types or system components* such as prevention/diversion, permanent supportive housing, transitional housing, rapid rehousing, outreach, etc. These groups may include staff from provider and government organizations, consumers, funders, etc. | Subcommittees will be charged with the coordination and continuous improvement of the continuum of care, system components and program types | Standing Board Committee |
| ***Workgroups*** | Established by the CoC Board Executive Committee | The Chair will be appointed by the CoC Board Executive Committee and may be a CoC Board Member or Community Representative | The CoC Executive Board shall create workgroups as necessary to accomplish its purpose, roles, and responsibilities. Workgroups could include both existing and to be formed groups focused on planning that may be for the *needs of specific sub-populations* such as Domestic Violence Survivors and Youth/Young Adults. These groups include staff from provider and government organizations, consumers, funders, etc. | Workgroups will be charged with the coordination and continuous improvement of the continuum of care, component programs, and its intersection with other systems of care | Standing Board Committee |

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| **Committee / Workgroup / Subcommittee** | **Delegate to** | **Sample Tasks for Next 15 Months** |
| **Improvement, Coordination, and Training Committee** | CoC Board of Directors | * Review and improve policies and procedures, coordination, training calendars and programs for CoC service providers and programs |
| ***Consumer Council Workgroup*** | ICE Committee | * Host Homeless Persons Memorial Day * Train guides for Count Participation * Develop and implement a plan for Consumer Participation in General Membership meetings and Service Provider Roundtables |
| ***Coordinated Entry Implementation Workgroup*** | ICE Committee | * Develop system maps to facilitate improvements in Coordinated Assessment PSH and RRH placements * Review intake assessments and * Develop and Implement a training plan for 2018 |
| Rapid Rehousing Case Conference Subcommittee | Coordinated Entry Implementation Workgroup | * Eliminate duplicate referrals from ES * Increase housing options through landlord engagement |
| PHS Case Conference Subcommittee | Coordinated Entry Implementation Workgroup | * Eliminate duplicate referrals from ES * Increase housing options through landlord engagement |
| ***Veteran’s Leadership Workgroup*** | ICE Committee | * End Veteran Homelessness |
| ***Street Outreach Subcommittee*** | ICE Committee | * Coordinate services and referrals between outreach programs |
| ***Youth Subcommittee*** | ICE Committee | * Coordinate services and plan for Youth Homelessness |
| ***Emergency Shelter Workgroup*** | ICE Committee | * Coordinate services and programs between shelter programs |
| ***Prevention and Diversion Workgroup*** | ICE Committee | * Coordinate services and programs between prevention and diversion programs |
| **HMIS Governance Committee** | CoC Board of Directors | * Adopting a policy on billable vs non-billable programs * Establishing a billing cycle * Establishing a fee schedule * Adopting a revised MOA between CoC and Participating Agencies |
| ***Data quality subcommittee*** | HMIS Committee | * Review Data Entry process * Review Training process and needs * Review and monitor data quality |
| ***Documentation and membership subcommittee*** | HMIS Committee | * Review Agency MOUs and HMIS consent forms * Set annual fee structure * Review agency user applications |
| **CoC Governance Committee** | CoC Board of Directors | * Update and Review of CoC Policies and Procedures * Call for Membership and Nominations * Committee membership * Contract for Lead Agency, HMIS Administrator, and Collaborative Applicant |
| **Allocations Committee (CPRC)** | CoC Board of Directors | * Review and Rank 2018 CoC Funding Applications |
| ***Performance Measurement Workgroup*** | Allocations Committee (CPRC) | * Development of performance measures and score cards for 2018 Funding Cycles |

## Recommendation

Recommended that the CoC Board:

1. Approve the revised Committee Structure to align with new CoC Board Charter revisions,  
    *-and-*
2. Adopts a regular meeting schedule that convenes:
   1. CoC Board Meetings in odd-numbered months (not less than 6 per year)
   2. Standing CoC Board Committees in even-numbered months (not less than 6 per year)
   3. Ad Hoc, Workgroups and Subcommittee as needed