

Continuum of Care Board Charter Fort Worth/Arlington/Tarrant and Parker County CoC TX 601

CONTINUUM OF CARE BOARD

I. PURPOSE

The Continuum of Care Board (CoC Board) shall serve the geographic area of the Fort Worth/Arlington/Tarrant County Continuum of Care TX 601, which includes all of Tarrant and Parker County, Texas, to:

- A. Promote community-wide commitment to the goal of ending homelessness;
- B. Recommend funding for efforts by nonprofit providers and local governments to re-house homeless individuals and families rapidly while minimizing trauma;
- C. Promote access to and effective use of mainstream programs by homeless individuals and families; and
- D. Optimize self-sufficiency among individuals and families experiencing homelessness.

II. COC BOARD ROLES AND RESPONSIBILITIES

The CoC Board shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) requirements detailed in 24 CFR part 578.1 to:

- A. Designate a CoC Lead Agency to serve as the Collaborative Applicant to operate the Continuum of Care;
- B. Designate an Administrator of the Homeless Management Information System; and
- C. Conduct year-round Continuum of Care planning of homeless and homeless prevention housing and services.

III. COC BOARD MEMBERS

The CoC Board will consist of a Leadership Council and a Membership Council.

A. Leadership Council

- 1. Composition. The Leadership Council shall consist of five (5) members:
 - a. County Judge, Tarrant County;
 - b. County Judge, Parker County;
 - c. Mayor, City of Fort Worth;
 - d. Mayor, City of Arlington; and
 - e. Chair, Mayor's Council of Tarrant County

A member of the Leadership Council may appoint another elected official to serve in his or her place for a duration established by the member. For purposes of attendance at meetings in Subsection (4)(f) below, a member of the Leadership Council may appoint another individual to represent him/her.

2. Term. Each Member shall hold office until his or her successor for the related public office is appointed, or until his or her earlier resignation, removal from office, or death.
3. Meetings; Quorum; Officers. The Leadership Council will meet at least two (2) times per calendar year and may hold additional meetings at such times and places as it deems necessary. Three (3) members of the Leadership Council shall constitute a quorum. Members of the Leadership Council will elect from amongst themselves, by simple majority vote, a Chair and Vice Chair to serve for a term of one (1) year each, with no limit on the number of terms. The Chair shall preside at all meetings of the Governing Council. In the absence of the Chair, the Vice Chair shall preside. By simple majority vote, the Leadership Council may appoint such additional officers as necessary to serve in capacities determined by the Leadership Council.
4. Duties and Responsibilities.
 - a. Appoint four (4) members of the Membership Council (Places 14, 16, 18, 20)
 - b. Make recommendations to the Nominating Committee to fill vacant Membership Council seats.
 - c. Advise on, review and approve the long-range plan to end homelessness in the CoC's geographic area and annual updates of that plan.
 - d. Review the annual allocation of federal funds to end homelessness in the CoC's geographic area in accordance with the long-range plan for that purpose.
 - e. Receive semiannual reports from the Membership Council on progress toward ending homelessness in the CoC's geographic area.
 - f. Attend or designate an appointee to attend quarterly meetings with the Chair of the Membership Council, Chair of the Lead Agency, and CEO of the COC Lead Agency to receive reports, updates, etc.
 - g. Pursuant to each individual jurisdiction's approval of their respective resources and funding, work to develop a strategy in which various jurisdictions will commit resources towards ending homelessness in collaboration with the CoC and in accordance to the community's long-range Strategic Plan to end homelessness. Resources can include but are not limited to:
 - 1) Directions Home Funds
 - 2) ESG Funds
 - 3) CDBG Funds
 - 4) HOME Funds
 - 5) Other funds or resources as determined by the member's individual jurisdiction or agency.

B. Membership Council

1. Composition. The Membership Council will consist of twenty-five (25) members and one (1) ex officio (non-voting) member. The composition of the Membership Council shall include community representatives within the geographic area served by the CoC who are:

- a. Places 1 – 5
 - 1) Tarrant County
 - 2) Parker County
 - 3) City of Fort Worth
 - 4) City of Arlington
 - 5) Mayor’s Council of Tarrant County

- b. Places 6 - 25
 - 6) Fort Worth Independent School District, Director, Special Programs or designee
 - 7) Fort Worth Housing Solutions, President or designee
 - 8) JPS Health Network, Appointed by JPS Homeless Steering Committee
 - 9) Workforce Solutions for Tarrant County, Executive Director or designee
 - 10) United Way of Tarrant County, President/Chief Executive Officer or designee
 - 11) My Health My Resources, Executive Director or designee
 - 12) US Department of Veteran’s Affairs, Director or designee
 - 13) Non-profit Service provider serving homeless subpopulations, Chief Executive Officer, Appointed by Membership Council
 - 14) Representative of Affordable Housing Industry, Appointed by Leadership Council
 - 15) Representative of Affordable Housing Industry, Appointed by Membership Council
 - 16) Business leader, Appointed by Leadership Council
 - 17) Business leader, Appointed by Membership Council
 - 18) Neighborhood leader, Appointed by Leadership Council
 - 19) Non-profit Service provider serving homeless subpopulations, Chief Executive Officer, Appointed by Leadership Council
 - 20) Current or formerly homeless person, Appointed by Leadership Council
 - 21) Current or formerly homeless person, Appointed by Membership Council
 - 22) Faith-based institution, Appointed by Membership Council
 - 23) Judge, Tarrant County Criminal Court, Appointed by Membership Council
 - 24) Law Enforcement, Appointed by Tarrant County Sheriff and Police Chiefs of the City of Fort Worth and City of Arlington
 - 25) Charitable Foundation, Appointed by Membership Council

- c. Place 2 (Ex officio, non-voting member)
 - 26) Representative of the Continuum of Care Lead Agency

2. Selection Process.

- a. Places 1-5 shall be appointed by their respective entities.
- b. Places 6-12, 24 and 26 shall be appointed by their respective organizations
- c. Places 14, 16, 18, 19, and 20 shall be appointed by the Leadership Council.
- d. Places 13, 15, 17, 21, 22, 23 and 25 shall be nominated by the Governance Committee and approved by the Membership Council.

3. Terms. Each member of the Membership Council will serve for a term of three (3) years. Members representing Places 1-12 and 26 may serve multiple terms with no limits. Members representing Places 13-25 may serve no more than two (2) consecutive terms, and any such member who has served two (2) full consecutive terms will not be eligible for re-appointment until after the passage of twelve (12) calendar months from the date of expiration of his or her last term.

Notwithstanding the foregoing, in order to provide for staggered terms so that no more than one-third (1/3) of the terms for members of the Membership Council expire in any given year, the initial terms of the Membership Council will be as follows:

- 1 Year – Places 7, 10, 13, 16, 22, 25
- 2 Years – Places 8, 11, 14, 17, 20, 23
- 3 Years – Places 6, 9, 12, 15, 18, 21, 24

Members in Places 6-25 who are appointed for initial terms of either one (1) year or two (2) years will be eligible to serve for two (2) subsequent full terms of three (3) years each.

4. Meetings; Quorum. The Membership Council will meet at least six (6) times per calendar year and may hold additional meetings at such times and places as it deems necessary. Thirteen (13) members of the Membership Council shall constitute a quorum. Provided that a quorum is established, a vote of a majority of the members in attendance will be necessary in order to pass any item of business.
5. Attendance. CoC Membership Council members are expected to attend all CoC Board meetings. After three consecutive absences, the CoC Board shall consider the seat vacated. After two consecutive absences, the CoC Membership Council Chair will notify the member of a pending violation of this policy. The notification will request a response from the member stating her/his interest in continuing to serve on the CoC Membership Council and inform the member that if he/she does not attend the next scheduled meeting, the seat will be considered vacant and will be filled pursuant to the Nomination Process in Section VII.
6. Officers. Pursuant to the Nomination Process, the Membership Council will appoint a Chair, Vice Chair, and Secretary of the Membership Council to serve for terms of one (1) year each, for no more than two (2) full terms. The Chair and Vice Chair may be removed by simple majority vote of the Membership Council at any time and for any reason. The Chair shall preside at all meetings of the Membership Council. In the absence of the Chair, the Vice Chair shall preside. The Secretary's responsibilities will include ensuring that minutes of all meetings are taken, which minutes must be maintained as public records.
7. Executive Committee. The CoC Executive Committee shall be comprised of the Officers and the Chairs of the four (4) Standing Committees. The Executive Committee shall have the powers and duties as set forth herein.

8. Duties and Responsibilities of the Membership Council.

- a. Approve the designation of a lead agency and an administrator of the Homeless Management Information System.
- b. Prepare and annually update the community's long-range plan to end homelessness, subject to review and approval by the Leadership Council.
- c. Approve the annual allocation of CoC funds to end homelessness in accordance with the community's long-range plan for that purpose pursuant to Section VIII.
- d. Conduct an open and inclusive public process, including two or more public meetings, in performing its planning and budgeting duties as set forth in sections b and c.
- e. Prepare semiannual reports on progress toward ending homelessness in the community.

IV. COMMITTEES.

While decisions for the work of the Continuum will be made by the CoC Board, the work of the Continuum will generally be carried out by Committees, including Ad Hoc Committees, Subcommittees, and workgroups, who shall be appointed by majority vote of the Membership Council if not otherwise specified herein as to the appointment process. Committee members may be recommended by the CoC Board, by Committees or other interested parties. CoC subcommittees and workgroups may be made up of CoC board members and other members of the community. Committees must be chaired by a CoC Board member. Subcommittees and workgroups must be chaired either by a CoC Board member or a member of the community appointed by the CoC Executive Committee. At a minimum, CoC Committees shall include the following Committees:

A. Standing Committees. The CoC shall have the following Standing Committees:

1. Allocations Committee: Responsible for conducting the CoC Program Grant project prioritization and other grants and preparing allocation recommendations in accordance with a) the allocation process and b) priorities in the long-range plan prepared by the Membership Council and approved by the Leadership Council. The Allocations Committee shall consist of seven members of the Membership Council that do not receive CoC funding and have not submitted a current CoC application.
2. HMIS Governance Committee: Responsible for making final recommendations to the CoC Board on the planning, participation, selection, implementation and ongoing oversight of the single HMIS system and the HMIS Administrator.
3. Governance Committee: Responsible for conducting the annual nominations process for CoC Board of Directors in compliance with Section VII. The Governance Committee shall consist of (3) three members of the Leadership Council, or designees, and (3) three members of the Membership Council.

4. Improvement, Coordination and Training Committee: Responsible for issues related to CoC wide policy, procedures and training.
- B. Ad Hoc Committees. 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.
- C. Subcommittees. 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.
- D. Workgroups. 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.

V. COC MEETINGS

The CoC Board shall:

- A. Conduct at least two meetings per year that are open to the public.
- B. Provide prior reasonable notice of CoC Board and committee meetings and such notices shall be published on the CoC Lead Agency website and with each member jurisdiction's website (Tarrant County, Parker County, City of Fort Worth, City of Arlington, and Mayor's Council for Tarrant County). Each meeting shall have on its agenda the opportunity for members of the public to provide input and comment.
- C. Recognize Continuum of Care General Members by attendance signature at sign-in at CoC General Membership meetings.
- D. Review and approve the minutes and consider recommendations from such committees established as provided in Section IV. above, including such meetings as may be necessary to conduct the business of CoC operations, CoC Planning and HMIS governance.
- E. Conduct at least six CoC General Membership meetings per year and such notices shall be published on the CoC Collaborative Applicant website.

VI. COC REPORTS

At least annually, the CoC Board (both Leadership Council and Membership Council) shall approve the following reports and documents submitted to the Board by the Lead Agency:

- A. CoC Program Grant Project Priority List
- B. Continuum of Care Policies and procedures, as needed

At least annually, the CoC Board (both Leadership Council and Membership Council) shall review the following reports:

- A. Annual report on homeless services needs and gaps
- B. Annual Point In Time Count (PIT)
- C. Annual Housing Inventory Chart (HIC)
- D. Annual Homeless Assessment Report (AHAR)

VII. NOMINATION PROCESS

- A. Appointed and Designated Membership Council Members (Places 1-12, 14, 16, 18, 20, 26)
 - 1. The Chair of the Membership Council shall be responsible for notifying the applicable appointing entity of the need for a new appointee.
 - 2. The new appointee will be appointed within sixty days of the notification of any vacant seat.
- B. At-Large Membership Council Members (Places 13, 15, 17, 21, 22, 23 and 25)
 - 1. The Governance Committee will be responsible for executing the procedures for the nominating process.
 - 2. Not less than 120 days prior to the beginning of each year, the Governance Committee shall convene.
 - 3. The Governance Committee shall call for nominations for any vacant membership council place from the Leadership Council, the Membership Council, and the general public.
 - 4. Not less than 60 days prior to the last CoC meeting of the year, the Governance Committee will review all nominations and present a slate of recommended nominations from all nominations received to the Executive Committee. The Executive Committee shall review all nominations and provide the recommended nominations to the CoC Board for review and consideration.
 - 5. At the last meeting of the year, the CoC Board will elect new members to fill any vacant places by majority vote.

6. If, during the course of the year a member in Places 13, 15, 17, 21, 22, 23 and 25 vacates his/ her position, the Governance Committee will convene within thirty days to choose a replacement member from prior nominees not previously selected to fill the remainder of the vacated term.

C. Officers

1. The Governance Committee will be responsible for executing the procedures for the election of Officers.
2. Not less than 120 days prior to the beginning of each year, the Governance Committee shall convene.
3. The Governance Committee shall call for nominations for the Officer positions (Chair, Vice-Chair, and Secretary) from the Leadership Council and the Membership Council.
4. Nominees for Officer positions will have served on the CoC for at least one year immediately prior to being nominated.
5. Not less than 60 days prior to the last CoC meeting of the year, the Governance Committee will review all nominations for Officer positions and present a slate of recommended nominations from all nominations received to the Executive Committee. The Executive Committee shall review all nominations and provide the recommended nominations to the CoC Board for review and consideration.
6. At the last meeting of the year, the CoC Board will elect new Officers to fill any vacant places by majority vote.
7. If, during the course of the year, an Officer vacates his/ her position, the Governance Committee will convene within thirty days to choose a replacement Officer from prior nominees not previously selected to fill the remainder of the vacated term.

VIII. COC ALLOCATION APPROVAL PROCESS

Within pertinent time constraints, the Leadership Council will review and comment on funding recommendations from the Allocations Committee. The Membership Council shall be responsible for the approval and subsequent allocation of CoC funds as recommended by the Allocations Committee.

IX. CONFLICTS OF INTEREST

Board members with actual or perceived conflicts of interest must identify them as they arise. Individuals with a conflict of interest shall recuse themselves from discussion and voting on any issue in which they may have a conflict. No member of the Board shall vote upon any matter which shall have a direct financial bearing on the organization that the member represents or sits as a board member on the organization. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions.

X. AMENDMENT TO CHARTER

The Leadership and Membership Councils will jointly appoint a committee comprised of (3) three members of the Leadership Council and (3) three members of the Membership Council to review and make recommendations for changes to this Charter at least once every five (5) years. This Charter may be amended only by a super majority (75%) vote of the Membership Council in attendance at the meeting in which the Amendment is presented.