

Continuum of Care (CoC) Board of Directors Meeting

Fort Worth/ Arlington/ Tarrant County (TX-601)

November 30, 2020 at 1:30pm
Virtual

I) Call to Order	Victoria Farrar-Myers, Chair
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II) Reports and Discussion	
A) Tarrant County Homeless Coalition (TCHC) (201130-210)	King
(a) Interim Executive Director Report	
(b) End of Year Housing Challenge	
(c) Committee review and changes	
B) Standing Committees	
1) CoC Board Executive Committee (201130-211)	Farrar-Myers
2) Allocations Committee (201130-212)	Williams
3) CoC Governance Committee (201130-213)	Broussard
4) HMIS Governance Committee (201130-214)	Montgomery
5) Housing Committee (201130-215)	King
6) Improvement, Coordination, and Training (201130-216)	Browne
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III) Board Action Items	Farrar-Myers
A) Approval of CoC Board Meeting Minutes from September 28, 2020 (201130-217)	
B) Approval of CoC Board Charter changes (201130-218)	
C) Approval of 2021 Slate (201130-219)	
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IV) Request for Future Agenda Items	Farrar-Myers
V) TCHC Executive Director Search Update	
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VI) Public Comment (Remarks will be limited to 3 minutes. Time may be extended at the discretion of the Chair.)	Farrar-Myers
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VII) Adjournment	Farrar-Myers

CoC Board Membership will meet January 25th @ 1:30pm

The Fort Worth/ Arlington/ Tarrant County Continuum of Care (also known by its HUD designation, "TX-601") serves as the planning and coordinating body for the efforts to prevent and end homelessness in Tarrant and Parker Counties. Meetings may be recorded. General Membership and Continuum of Care (CoC) Board meetings are open to the public. CoC Board Members are selected annually in accordance with the CoC Charter and after a public call for nominations. The Tarrant County Homeless Coalition (TCHC) serves as the Lead Agency, Collaborative Applicant, and HMIS Administrator for TX-601. More information is available at www.AHomeWithHope.org.

Interim Executive Director Report

CoC Board of Directors Meeting

November 30, 2020

System Update

- System of Care served 11,439 people (10/1/19- 9/30/20)
 - 6% increase from last year
- COVID-19 response remains high priority
 - All shelters and providers continue standard processes
 - Priority: Transition of COVID+ shelter to CoC control
- Cold weather shelter plans in place
- Housing 500 Challenge proving to be challenging
- More people served by system now facing eviction

Goal 1: Effective System

- Prioritizing people most vulnerable to COVID-19 for housing
- Number of veterans experiencing homelessness increasing
- Family committee considering USICH benchmarks
- Employment is a significant challenge
- System/program dashboards being developed

Goal 2: Data Driven

- Scorecard dashboards being developed
 - Moves system to continuous feedback; away from once per year
- New Coordinated Entry process launched October 1
- Data quality dashboards being developed
- Conversations started with criminal justice system
 - Jail inreach suggested intervention

Goal 3: Housing Focused

- Develop Solutions
 - 119 PSH start to be online as of 11/30
 - 48 PSH units online first quarter 2021
 - \$7M available for RRH
- Landlord Engagement
 - Held first mediation in November
 - Property damage surveys and assistance
 - Will have \$500,000 for landlord incentives in first quarter 2021

Goal 4: Engaged Community

- Leadership Council met October 12
- Membership
 - For agencies HMIS fee = membership fee
 - Online form to be completed to be considered fully “vetted”
 - Community membership link is active on website now
 - Larger public effort scheduled for first quarter
- Good engagement redirecting giving

Goal 5: Committed Resources

- All CoC programs were monitored in September to catch up
- No word on 2020 CoC NOFA
 - Have heard that it likely will happen, but no indication on when
 - All steps needed to prepare for NOFA are complete
- Community homeless response resources have been mapped out, including current and projected need
- CoC received an allocation of \$3.5M for State ESG
 - Restricted to prevention, rapid rehousing and landlord engagement

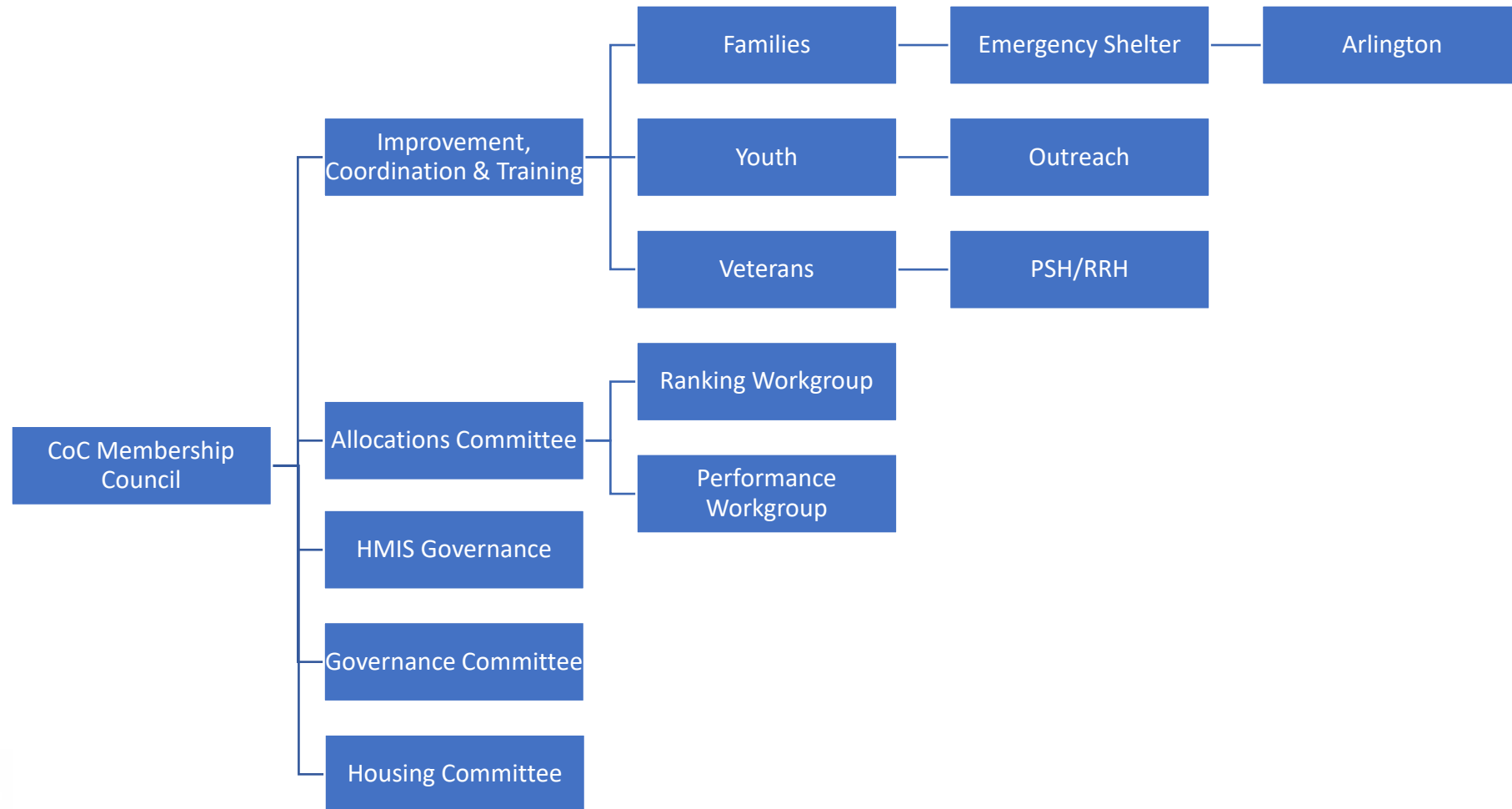
Housing 500 Challenge

- COVID creating significant barriers
- Unable to obtain IDs and other documents
- New program implementation taking longer than anticipated
 - Staff and program money not available quickly
- Lack of ability to do a public kickoff to build excitement and momentum
- Due to increase in cases in person property management and case management is limited

On the Horizon

- Annual Awards & Appreciation Lunch- December 11
- Homeless Memorial- December 21
- Point in Time Count- Week of January 25
- Evictions and anticipating inflow

Committee Review



November 2020 Executive Committee Report

Schedule

As needed

<i>Last</i>	<i>Next</i>
November 9, 2020 Virtual	TBD Virtual

Report

The Executive Committee continued discussion on future CoC Board officers, including transition plans. Chairs for standing committees were also discussed as there are currently two vacancies.

The Committee was updated on the second allocation of ESG-CV from TDHCA.

Review of CoC standing committees is complete and review has now progressed to subcommittees and workgroups. Further discussion regarding subcommittees and strategic direction was conducted and suggestions made regarding how to move forward to ensure that all workgroups and subcommittees are addressing their action items in the strategic plan.

Key Takeaways

All Board current Board officers are willing to support in Executive Committee transition.

Committees, workgroups and subcommittees should work to ensure they remain focused on the CoC Strategic Plan and the actions laid out to move toward achievement of community goals.

Recommendations to CoC Board

No action needed by the CoC Board at this time.

November 2020 Allocations Committee Report

Schedule

1st Thursday at 3:00 PM

<i>Last</i>	<i>Next</i>
October 1, 2020 Virtual	2021 Virtual

Report

The Allocations Committee met in October to review the proposed structure of the Committee, including changes to the Performance and Ranking Workgroups. The Committee is in a transition as it moves to the new structure and all groups are repopulated to align with strategic goals.

The Homeless Coalition received an allocation of \$3,537,894 on behalf of our local CoC and has now completed a local competition for these funds. In Round II, these funds were restricted to homeless prevention, rapid rehousing and landlord engagement. Additionally, applicants were restricted to currently CoC funded agencies and had a minimum request amount of \$500,000. Due to the Allocations Committee being in transition, the Executive Committee approved recommended allocations, followed by both the Membership and Leadership Councils of the CoC Board. The Homeless Coalition submitted funding allocations to TDHCA on 11/21/2020.

Key Takeaways

The Allocations Committee is finalizing new members to broaden its focus to fully meet Strategic Plan Goal 5. The Allocations Committee will evaluate system needs, align community resources to prevent and respond to homelessness, and evaluate the community's performance in preventing and responding to homelessness. Structure attached.

A second competition was completed for State ESG funds.

Recommendations to CoC Board

None at this time; ESG competition approvals completed via email.

November 2020 Governance Committee Report

Schedule

1st Thursday at 8:30, quarterly

<i>Last</i>	<i>Next</i>
November 19, 2020 Virtual	February 4, 2021 Virtual

Report

In October Governance Committee received an update on board positions for 2021. The committee discussed needed changes to the charter and how to best address CoC Board needs.

The November meeting focused on approving nominations, approval of slate and approval of CoC Board charter changes.

In 2021 the Committee is moving to meeting quarterly and will begin work to ensure CoC committee structure is being used as cultivation for the Membership Council.

Key Takeaways

2021 slate and charter changes are complete.

Recommendations to CoC Board

The Governance Committee is presenting the CoC Membership Council with recommendations for CoC Board charter changes and the 2021 slate for approval.

November 2020 HMIS Governance Committee Report

Schedule

3rd Tuesday of every other month @noon

<i>Last</i>	<i>Next</i>
October 20, 2020 12noon, virtual	December 15, 2020 12noon, virtual

Report

The HMIS Committee met jointly with ICT and Performance Workgroup in October to discuss public facing dashboards.

In the HMIS October meeting, the committee reviewed the HMIS end of year dashboard. The CoC has a number of areas to improve in data quality, including timeliness of data entry.

HMIS data quality dashboards are planned for later this year or early 2021. These dashboards will show data quality metrics for all programs and will be visible only to the program staff/management.

The HMIS structure and committee members were review. The committee is moving to meeting every other month, on the off months from Board meetings. Additionally, the committee will be adding other systems data professionals as members.

Key Takeaways

Dashboards will be available later this year or early 2021.

HMIS Committee will begin meeting every other month on the even months.

Recommendations to CoC Board

No recommendations.

November 2020 Housing Committee Report

Schedule

2nd Thursday at 8:30am

<i>Last</i>	<i>Next</i>
November 12, 2020 virtual	January 7, 2021 virtual

Report

The Housing Committee is working to find a new committee chair.

The Committee is working on looking at how to accomplish both long and short-term goals; not changing priorities, just how we go about accomplishing them. The Committee focused on breaking down Goal 3 of the strategic plan to set some measurable goals to achieve desired outcomes.

Key Takeaways

Housing Committee in need of new chair. CoC Charter indicates that a community member can be appointed by the Executive Committee if a CoC Membership Council member is not able to fill chair role.

Recommendations to CoC Board

None at this time.

November 2020 Improvement, Coordination & Training Committee Report

Schedule

3rd Monday at noon

<i>Last</i>	<i>Next</i>
November 16, 2020 Virtual	December 14, 2020 Virtual

Report

Improvement, Coordination & Training Committee met in October and November. Additionally, all members of the CoC were asked to identify one voting member for the committee. Meetings continue to be open and providers are encouraged to attend and participate. A strategic review of subcommittees is occurring.

The October meeting was a joint meeting with Performance Workgroup and the HMIS Committee to discuss what public-facing dashboards would look like, what information they would contain and how the information would be used.

November:

The ICT end of year dashboard was reviewed. Number of people served increased by 6%.

The ICT Committee is forming a Bridge Housing Workgroup to design how bridge housing will work in our Continuum. One potential model was presented along with questions regarding how providers would like to see bridge housing work. TCHC has pulled a number of models from across the country to consider.

Family Committee reported updated group on their review and possibility of moving toward USICH benchmarks as their data alignment.

Discussion was had about the Housing 500 Challenge to identify barriers and better understand what is keeping our system from getting back to pre-COVID levels of housing and flow in our system.

Key Takeaways

Bridge Housing Workgroup will begin meeting to design process for our community.

The Housing 500 Challenge has identified some significant barriers to getting people housed.

Public-facing dashboards should be available in the next few months.

Recommendations to CoC Board

No action needed by the CoC Board at this time.

Continuum of Care (CoC) Board of Directors Meeting

Fort Worth/ Arlington/ Tarrant County (TX-601)

September 28, at 1:30pm

Virtual

Board Members Present: (21) Dr. Victoria Farrar-Myers, Judge Carr, Patricia Ward, Pat Jacob, Eddie Broussard, Steve Montgomery, Kathryn Rotter, Leah King, Cassandra Walker, Bill Coppola, Whitnee Boyd, Beckie Wach, Deirdre Browne, Andy Miller, Artie Williams, Matt Canedy, Jason Hall, James Tapscott, Tara Perez, and Lt. Amy Ladd

<p>I) Call to Order: 1:32pm</p>	<p>Victoria Farrar-Myers, Chair</p>
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II) Reports and Discussion

<p>A) Texas Homeless Network: presentation on state-wide data sharing initiative.</p>	<p>Samuels</p>
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- Shared presentation (presentation can be viewed via the meeting recording in zoom)

<p>B) Tarrant County Homeless Coalition (TCHC)</p>	<p>King</p>
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- (a) Interim Executive Director Report (Report Included in Board Packet)
 - Community Dashboards- Program dashboards will be created before the end of the year. ICT, HMIS and Performance Measurement Committees will have a joint meeting in October to determine what should be included on the dashboards.
 - Landlord Engagement- Doing well, the number of new housing coming on board is steadily increasing.
 - Leadership Council- Next meeting is schedule for October 12th.
 - Funding- TCHC received information about the second round of State ESG. TDHCA is proposing to restrict funding to prevention and rapid rehousing. The Homeless Coalition and CoC Executive Committee are working to advocate against this, as our system needs flexibility in this funding to meet system gaps.
- (b) End of Year Housing Challenge
 - Housing 500 challenge will begin on October 1st and go through the end of the year. Goal is to house 100 in October, 200 in November, and 200 in December.
- (c) Membership Launch
 - Will formally launch membership initiative on October 1st for agencies this will be their HMIS fee.
 - Will send out information on membership benefits.
 - With membership comes a vetting process.
 - There will be two live webpages. Once for signing up and one to highlight agencies that are members.

C) Standing Committees

- 1) CoC Board Executive Committee (Report Included in Board Packet)
 - All Officers are transitioning out of their positions this year. The Governance Committee will address possible solutions going forward. Farrar-Myers
 - The second round of State ESG is set to be released this fall. TDHCA is planning to direct how funding is spent. The Executive Committee agreed this does not meet our CoC's needs and we should work to advocate for flexibility in use of funding. Williams
 - No recommendations to the CoC Board at this time. Broussard
- 2) Allocations (Report Included in Board Packet)
 - Allocations Committee will broaden its focus to fully meet Strategic Plan Goal 5. Montgomery
 - The Allocations Committee will have two work groups: King
 - 1. Performance Workgroup: Develops NOFA score card and ranking policy recommendations.
 - 2. Ranking Workgroup: Ranks score card for annual NOFA competition and as needed for other local or state competitions. Lauren will send out structure information.
 - No recommendations to the CoC Board at this time. Browne
- 3) CoC Governance Committee (Report Included in Board Packet)
 - Governance Committee responsibilities are being decoupled from Community Education/Engagement activities (Strategic Goal 4). A new Community Relations workgroup has been formed and will have ownership of this effort.
 - CoC Board nominations were discussed, along with and intentional discussion around board diversity.
 - Governance committee will vote on a slate to present to CoC Board at the November meeting.
 - No recommendations to the CoC Board at this time.
- 4) HMIS Governance Committee (Report Included in Board Packet)
 - The HMIS structure and committee members were reviewed. The committee is moving to meet every other month, on the off months from Board meetings. The committee plans to add other systems data professionals as members.
 - Dashboards will be available later this fall
 - Recommendation to the CoC Board- The HMIS Committee recommends the TX-601 enter into the Texas Homeless Data Sharing Network.
- 5) Housing Committee (Report Included in Board Packet)
 - The Housing Committee is working to find a new committee chair. Andy Miller is no longer with the Morris

Foundation and will no longer be serving on the board as of September 11th.

- The Committee is working on looking at how to accomplish both long- and short-term goals; no changing priorities, just how we go about accomplishing them.
- No recommendations to the CoC Board at this time.

6) Improvement, Coordination, and Training
(Report Included in Board Packet)

- ICT has been working to redesign the Coordinated Entry process. The process was initially implemented in 2016 and needs to be revised. The goal is to reduce the amount of time it takes for someone to get housed.
- Housing 500 challenge is starting on October 1st.
- Discussed what committees we need to keep.
- Discussed making a formal list of people attending the ICT meeting, allowing 1 vote per program.
- Shared Coordinated Entry redesign video. Discussed sending it out to the CoC Board and the new Goal 4 Committee first.
- No recommendations to the CoC Board at this time.

D) Community Strategic Plan

- 1) Update on review of committees, subcommittees, and work groups.
 - Most Committees have completed this task. ICT is still going through the process. Will be moving on to subcommittees and workgroups now.
 - Discussed if Coordinated Entry Implementation is still necessary, reduce or eliminate it? Since the board restructure, ICT is making the decisions and changes.

III) Board Action Items

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| <p>A) Approval of CoC Board Meeting Minutes from July 27, 2020
V.Farrar-Myers moved to approve July Minutes</p> <ol style="list-style-type: none"> 1. J. Tapscott 2. E. Broussard 3. All Approved <p>B) Approval for participation in State-wide data sharing initiative
V. Farrar-Myers moved to approve the State-wide data sharing initiative.</p> <ol style="list-style-type: none"> 1. J. Tapscott- No cost to us. HMIS and Governance will make any changes for the betterment of TCHC and the CoC. 2. Beckie Wach 3. All Approved | <p>Farrar-Myers
Farrar-Myers</p> |
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IV) Request for Future Agenda Items

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| <ul style="list-style-type: none"> - Update of Coordinated Entry video once cleaned up and produced. - Report from Workgroup for Goal #4. - Update on data sharing initiative. | <p>Farrar-Myers
Farrar-Myers</p> |
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V) TCHC Executive Director Search Update

Lauren King and TCHC staff was asked to drop from the call.

VI) **Public Comment** (Remarks will be limited to 3 minutes. Time may be extended at the discretion of the Chair.) Farrar-Myers

- October 10th is World Homeless Day, the downtown Arlington library is hosting an event providing information on providers and programs.
- November is Homeless Awareness month.

VII) **Adjournment** Farrar-Myers

CoC Board Membership will meet November 23rd @ 1:30pm at Virtual

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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 Leadership 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 five (5) members of the Membership Council (Places 13, 15, 17, 18, 19)
 - 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-six (26) members and two (2) 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) 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 Leadership Council
 - 14) Non-profit Service provider serving homeless subpopulations, Chief Executive Officer, Appointed by Membership Council
 - 15) Representative of Affordable Housing Industry, Appointed by Leadership Council
 - 16) Representative of Affordable Housing Industry, Appointed by Membership Council
 - 17) Business leader, Appointed by Leadership Council
 - 18) Business leader, Appointed by Membership Council
 - 19) Neighborhood leader, 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
 - 26) Institution of Higher Education, Appointed by Membership Council

- c. Place 27 and 28 (Ex officio, non-voting member)
 - 27) Representative of the Continuum of Care Lead Agency
 - 28) Immediate Past CoC Board Chair

2. Selection Process.

- a. Places 1-5 shall be appointed by their respective entities.
- b. Places 6-12, 24 and 27 shall be appointed by their respective organizations
- c. Places 13, 15, 17, 19, and 20 shall be appointed by the Leadership Council.
- d. Places 14, 16, 18, 21, 22, 23, 25 and 26 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, 19, 22, 25
 2 Years – Places 8, 11, 14, 17, 20, 23, 26
 3 Years – Places 6, 9, 12, 15, 18, 21, 24

Members in Places 6-26 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. Fourteen (14) 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.

Chair: The Chair will serve a term of two (2) years and will be selected from members of the Membership Council who have served at least one year on the Council. The Chair of the Membership Council should not be a service provider, as to avoid conflicts of interest and any perception of favoritism in funding awards or other community efforts led by the Continuum of Care Board of Directors. A service provider is defined as any representative of an organization providing direct services or housing assistance to persons

experiencing homelessness and representatives of organizations receiving HUD CoC or entitlement funding.

Vice Chair: The Vice Chair will serve terms of one (1) year each, for no more than two (2) full terms. The Membership Council should strongly consider selecting a service provider or person with lived experience for the Vice Chair to ensure these perspectives are represented on the Executive Committee.

Secretary: The Secretary will serve terms of ~~to serve for terms of~~ one (1) year each, for no more than two (2) full terms. ~~The Membership Council should strongly consider selecting a service provider or person with lived experience for the Secretary position to ensure these perspectives are represented on the Executive Committee.~~

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 current ~~0~~ officers and the Chairs of the ~~four (4)~~ Five (5) Standing Committees. Additionally, the immediate past chair is invited to attend and participate in Executive Committee meetings and serves in an advisory role. 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 the standing Ccommittees, ~~including~~ Ad Hoc Committees, Subcommittees, and workgroups may also, who shall be commissioned by the Membership Council or by the Standing Committees. ~~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.
5. -Housing Committee: Responsible for making final recommendations to the CoC Board on the planning, CoC wide policies, procedures, implementation and oversight needed to ensure adequate housing stock and access for those at risk of or experiencing homelessness.

B. Ad Hoc Committees. ~~The CoC Executive Board~~ CoC Standing Committees 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~~ CoC Standing Committees 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~~ CoC Standing Committees 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, 13, 15, 17, 19, 20, 24, 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 14, 16, 18, 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 14, 16, 18, 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.

TX-601 Continuum of Care Board of Directors 2021 Proposed Slate

Officers

- Chair: Steve Montgomery
- Vice-Chair: Beckie Wach
- Secretary: Cassandra Walker

Committee Chairs

- Improvement, Coordination & Training: Dee Brown
- HMIS Governance: vacant
- Housing: vacant
- Governance: Eddie Broussard
- Allocations: Leah King

Membership Council Nominations and Appointments

- JPS Representative: Joy Parker (appointment by entity)
- MHMR Representative: Dee Brown (appointment by entity)
- Nonprofit Service Provider: Toby Owen, Presbyterian Night Shelter
- Institution of Higher Education: Bill Coppola, Tarrant County College District, Southeast Campus
- Judge, Tarrant County Criminal Court: Judge Brent Carr

Leadership Council Appointments (FYI- do not need Committee approval)

- Business Leader: Steve Montgomery
- Person who is currently or formerly experienced homelessness: Cassandra Walker