

Texas Balance of State Continuum of Care

TX BoS CoC Committees Policy

Approved 2/27/2019	
Revised 4/24/2019	CoC Board changed "HMIS Committee" to "Data Committee"
Revised 5/22/2019	CoC Board added section on subcommittees

Overview

Committees are an important part of the TX BoS CoC's governance structure. The CoC may establish committees, subcommittees, or work groups that are made up of CoC members and other interested parties to act on behalf of the CoC and carry out the work of the CoC. The committees are the action planning components of the system. In these bodies, strategies are developed, deepened and expanded into timed work plans. Committees may also be directly responsible for specific strategies or exploring options to solve particular concerns. Unless authority is designated by the CoC, committees make recommendations to the CoC Board for approval. Committees are the primary mechanism for TX BoS CoC members to submit proposals to the Board, and the Board is responsible for implementing new policies and procedures.

Establishing CoC Committees

CoC staff will recommend committees to the CoC Board and provide the rationale, goals, expected outcomes, proposed members, and whether the committee is a standing or an ad-hoc committee.

Establishing CoC Subcommittees

If a CoC committee wants to create a subcommittee, it may do so using one of the following processes:

- If the subcommittee is time-limited and task-oriented, the committee may create the subcommittee without prior approval from the CoC Board.

If the subcommittee is ongoing and/or if it influences policies that are developed, that is, if it will propose action items to its committee which will then propose them to the Board, then the staff must propose to the CoC Board the subcommittee to be established, using the same process for proposing a CoC committee.

Responsibilities

The CoC tasks the CoC Committees with specific responsibilities. The responsibilities required by the Continuum of Care Interim Rule are outlined in the Governance Charter. Additional responsibilities required by the CoC for committees are:

- Recruit its members;
- Select a chair or co-chairs;
- Establish its policies and procedures, and provide them to the CoC Board;
- Identify goals, outcomes, and a work plan with activities, timelines, and responsible parties;
- Set a meeting schedule and determine meeting attendance requirements;

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- Record its minutes and attendance, and provide them to committee members and to the CoC Lead Agency; and
- Ensure transparency of its process and meetings.

CoC Staff Support

CoC staff will prepare meeting agendas, facilitate committee meetings, take notes, monitor attendance, and provide reports about committee work to the CoC Board.

Committee membership

Committee members play a significant role in the TX BoS CoC's direction, offering opportunities for members to recommend policies and procedures to the CoC Board that will guide the work of the CoC.

Committee membership may include any Continuum member and any person from the larger community. CoC members may participate in more than one committee.

CoC staff will facilitate the selection of committee members. Membership will vary, based on the committee. For transparency purposes, workgroups are open to agencies working on the subject matter. Some workgroups are dictated by funding regulations and are limited to agencies that meet those criteria.

Each committee has its own process for determining its maximum membership and enrollment process.

The Board may appoint CoC members to committees, subcommittees, or workgroups at its discretion, regardless of that group's maximum membership and enrollment process.

Committee membership will be submitted and approved by the Board on an annual basis.

Committee membership may include any Continuum member. A member of the CoC Board may serve on a committee.

Each committee shall elect a Chair from its membership.

The Chair shall be responsible for managing group membership, scheduling meetings, and liaising with the Board and full CoC membership, as required. The Chair shall also be responsible for submitting group membership rolls and meeting minutes to the CoC staff. The Chair shall submit committee reports to the staff, and the staff will present reports to the Board.

Committee Chairs' terms are one year, and no committee chair may serve more than two consecutive terms as chair on the same committee.

Representation

CoC committees aim to be diverse in terms of geography, race, gender, socioeconomic status, lived experience, job positions, and age. Specifically, membership will aim to represent:

- Persons with lived experience of homelessness (who are currently or formerly homeless)
- Persons of color
- Persons who identify with LGBTQA
- Veterans experiencing homelessness
- Single adults experiencing homelessness
- Youth experiencing homelessness

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- Families experiencing homelessness
- Victim Services
- Mental/Behavioral Health
- Health/Medical
- Education
- Local Government
- Law Enforcement/Criminal Justice
- Public Housing Agency
- Faith Community or faith based organization
- Business
- Continuum of Care (CoC) Program recipients
- Emergency Solutions Grant (ESG) Program recipients
- Supportive Services for Veterans Families (SSVF) recipients

How to join a committee

Unless otherwise specified by the CoC Governance Charter or the CoC Board, each committee is “open enrollment”, that is, CoC members may opt to join any committee at any time.

To join a committee, CoC members will email the Committee Chair, copying the Continuum of Care Manager at mary@thn.org, and specifying the member’s contact information and the committee that the member will join.

CoC Committees

Committees are designated in the CoC Governance Charter. Ad hoc working groups or task forces may be formed and given specific responsibilities, as needed, by the CoC. All committee responsibilities apply to ad hoc groups, as well. The TX BoS CoC Lead Agency recommends establishing the following committees to help carry out the functions of the CoC:

EXECUTIVE COMMITTEE

The Executive Committee plans Board meetings and acts on behalf of the Board, when necessary.

All decisions made by the Executive Committee are brought to the next Board meeting.

Members of the Executive Committee will include the Chair, Vice Chair, and Secretary of the Board, and the CoC Director or the Director’s designee.

This committee has closed enrollment.

COORDINATED ENTRY (CE) STEERING COMMITTEE

Purpose: The CE Steering Committee oversees the Coordinated Entry process, which is responsible for how people experiencing homelessness are prioritized for and referred to housing and services.

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The CE Steering Committee provides direct support and guidance to the Systems Change Coordinator and influences the direction of the Coordinated Entry process in the CoC.

Each Coordinated Entry Planning Entity (CEPE) must nominate a person from its region to represent them on the CE Steering Committee. The steering committee representative will serve as the liaison between the Systems Change Coordinator and the CEPE. This committee has closed enrollment.

The Committee will assess and report to the Board regarding participation in CE by users throughout the CoC geography.

DATA COMMITTEE

Purpose: Oversees the Homeless Management Information System (HMIS), the database for information about people experiencing homelessness.

This committee shall be responsible for the following:

- 1) In partnership with the Collaborative Applicant and HMIS Lead: developing, following, and updating annually an HMIS Governance Charter, which will include all procedures and policies needed to comply with 24 CFR 578.7(b), its subparts, and the HMIS requirements, as prescribed by HUD;
- 2) Developing, annually reviewing, and, as necessary, revising for Board approval, a privacy plan, security plan, and data quality plan for the HMIS;
- 3) Assessing and reporting to the Board regarding participation in HMIS by users throughout the CoC geography;
- 4) Consulting with the Collaborative Applicant and CoC Program recipients and subrecipients to establish performance targets appropriate for each population and program type, monitoring recipient and subrecipient performance, and evaluating program outcomes.
- 5) Developing for Board approval and implementing a plan for monitoring the HMIS to ensure that:
 - a. Recipients and subrecipients consistently participate in HMIS;
 - b. HMIS is satisfying the requirements of all regulations and notices issued by HUD; and
 - c. The HMIS Lead is fulfilling the obligations outlined in its HMIS Governance Charter, including the obligation to enter into written participation agreements with each contributing HMIS organization (CHO); and
 - d. Overseeing and monitoring HMIS data collection and production of the following reports:
 - i. Sheltered Point-in-Time (PIT) Count;
 - ii. Housing Inventory Count (HIC);
 - iii. Longitudinal System Analysis (LSA);
 - iv. Annual Performance Reports (APRs); and
 - v. System Performance Measures (SPMs).

This committee has open enrollment.

Meetings

Each committee must meet at least two (2) times per year, or more often, as deemed necessary by the committee Chair or CoC Board.

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When possible, meetings must be announced in advance to the full CoC membership via the CoC mailing list, CoC website, and verbally at a CoC General Meeting. Meeting attendance records must be submitted by the committee Chair to CoC staff.

All committee meetings except Executive Committee meetings, are open to any interested party, unless noted.

Quorum

A majority or 51% of the committee membership constitute a quorum at all Committee meetings. No business will be conducted unless a quorum is present.

Decision-Making

Unless authority is otherwise designated to a committee by the CoC Board, the committees will make recommendations to the CoC Board for approval.

Any action by a committee requires a vote of the full committee membership (i.e., the registered members of that committee). Unless otherwise specified in the Governance Charter or by the CoC Board, votes of the full committee membership require only a simple majority of those present and voting, as long as a quorum is present.

Votes of the full group may only be called under the following circumstances:

- 1) At a scheduled committee meeting, or at a meeting called by the committee Chair and announced to the full committee membership; or
- 2) Remotely (by email or fax), as required by the committee Chair and announced to the full committee membership. In this case, the committee will follow the “Action without a Meeting” policy.

Votes at a committee meeting may be proposed by any committee member and must be seconded by any other committee member. The person chairing the meeting shall then either call for an immediate vote or, with good cause, schedule a vote for a later time. (Good cause shall include making time for committee members to review the proposal).

Code of Conduct / Conflict of Interest / Recusal Process for CoC Committees

No member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents or to themselves as individuals. Therefore, any individual participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy.

Disclosure should occur at the earliest possible time and, if possible, prior to the discussion of any such issue. Individuals with a conflict of interest should recuse themselves from discussion and voting on any issue in which they may have a conflict. An individual with a conflict of interest, who is the committee Chair, shall yield that position during discussion and abstain from discussion and voting on the item.

Annual written disclosure statements will be provided to each member. Members will not be permitted to participate in any discussion or vote until their signed statement is on file. All voting members shall have the right to recuse themselves from voting on the matter without providing a reason.