

Placer County, Roseville, Rocklin Continuum of Care CA-515
Governance Charter
Adopted 2-13-19
Revised 12-11-19

Article I: Name

The name of this Continuum of Care shall be the Placer County, Roseville, Rocklin Continuum of Care (CoC) CA-515, herein referred to as "CA-515. The Homeless Resource Council of the Sierras (HRCS) will be the collaborative applicant and administrative entity for CA-515.

Article II: Purpose

CA-515 is a regional body of representative stakeholders within Placer County, Roseville, and Rocklin that coordinates local policies, strategies, and activities toward preventing and ending homelessness. Its work includes gathering and analyzing information in order to improve systems and reduce entrances into homelessness, determine the local needs of people experiencing homelessness, implement strategic responses and coordinate related funding, educate the community on homeless issues and the face of homelessness, seek best practices in response to homelessness, and measure overall CoC performance and outcomes.

CA-515 seeks to develop and coordinate a continuum of services with the ultimate goal of preventing and ending homelessness throughout Placer County, including Roseville, and Rocklin. All efforts are aimed at permanent solutions and the range of services is designed to meet the unique and complex needs of individuals and families who are at-risk or currently experiencing homelessness.

CA-515 seeks to address poverty and homelessness through a coordinated community-based approach of identifying needs and building a system of housing and services to address those needs, while also looking at causes and inflows into homelessness and partnering with the appropriate agencies to reduce new and reoccurring instances of homelessness.

Article III: Membership

Section 1: Overview

Membership in CA-515 is open to all community stakeholders living or providing services within the geographic area of CA-515. All members are welcome to attend CA-515 meetings and to participate in discussions. CA-515 is governed by a Board drawn from CA-515's members to represent the interests of the community at large and the CoC. Members of the public may attend all regular meetings, which do not include executive sessions, rating and ranking committee meetings, or By Name List meetings that require confidentiality.

Section 2: Roles and Responsibilities

1. Board Members

- a) Serve as the governing body to provide oversight to CA-515 and to ensure compliance with all laws, rules, and regulations pertaining to CA-515
- b) Attend all governing board meetings and contribute informed dialogue.
- c) Participate in every Point in Time Count and a minimum of one Board meeting committee or task group and offer supportive efforts outside of regular meetings to further the purpose of the Governance Board.

**Placer County, Roseville, Rocklin Continuum of Care CA-515
Governance Charter
Adopted 2-13-19
Revised 12-11-19**

- d) Establish and consistently follow written standards for ranking applications and providing CoC assistance, in consultation with the recipient agencies of the ESG and CoC Competition program funds.
 - e) Monitor the implementation of the Placer County, Roseville, Rocklin Continuum of Care processes and homeless strategy documents, and other declared goals to reduce homelessness and improve system structure.
 - f) Establish performance targets appropriate for population and program type in consultation with recipient and subrecipient agencies, then monitor performance, evaluate outcomes, and take actions against poor performers.
2. General Members (Non-voting)
- a) Attend meetings of CA-515 on a regular basis.
 - b) Contribute to discussion items at meetings, suggest agenda items, and offer public comment on relevant issues.
 - c) Participate in and/or chair committees or subcommittees of the CA-515 Board.
 - d) Bring information on emerging trends that the board may not be aware of to meetings.
 - e) Comply with the Federal Department of Housing and Urban Development (HUD) and the California Department of Housing and Community Development (HCD) CoC responsibilities, regulations, and funding processes.
 - f) Provide data, real stories, and outcomes on local homeless issues as part of countywide advocacy and discussions.
 - g) Seek input from and report back to member's representative constituency on key issues and strategies in response to local homelessness, and otherwise keep abreast of needs and gaps in the CoC.
 - h) Support individuals and families experiencing homelessness in their movement from homelessness to housing and economic stability.
 - i) Ensure that the CoC is inclusive of all of the needs of the geographic area's homeless population, including the special services and housing needs of homeless subpopulations.
3. HMIS Lead
- a) Administer Homeless Management Information System (HMIS) operations in conjunction with the HMIS lead agency. Annually develop, follow, and update the HMIS governance charter that includes all procedures and policies needed to comply with 24 CFR part 578.5(b) and HMIS requirements.
 - b) Operate and assess the Coordinated Entry System (CES) in consultation with recipient and subrecipient agencies.

Article IV: Board Membership

Section 1: Board Composition

The CoC serves Placer County and the cities within it. The Governance Board shall consist of no more than 13 members that represent relevant organizations within the geographic area. While Board members are not required to be on the HRCS Board, CA-515 shall ensure adequate representation between the two entities.

Placer County, Roseville, Rocklin Continuum of Care CA-515
Governance Charter
Adopted 2-13-19
Revised 12-11-19

Section 2: Appointment

At least one seat is reserved for homeless and/or formerly homeless representatives. Members are drawn from the following constituencies within the service area:

- community and advocacy organization representatives,
- faith-based representatives,
- government representatives (including public housing authority),
- veteran services representatives,
- educational representatives (school district, university, college, etc.),
- law enforcement representatives,
- housing and service provider agency representatives,
- business and corporate sector representatives,
- health service provider representatives,
- the foundation and donor community, and
- members at-large.

Board members shall serve staggered three-year terms, but are eligible for re-election. If a Board member leaves the Board prior to the completion of his/her/their term, the Board may choose to replace the Board member, but is not required to do so as long as quorum can still be met. The CoC Co-chairs will monitor terms.

Written board selection processes are in place to meet all of the requirements of 24 CFR Part 578.5(b). The Board reviews, updates, and approves the selection process at least once every five years.

Section 3: Attendance

Board members are expected to attend all regularly scheduled Governance Board meetings. Attendance may be in person, by phone, or video conference. Three unexcused absences in a twelve-month period are grounds for removal. Attendance will be kept and recorded by the Secretary or designee of the Governance Board.

Section 4: Officers

The Governance Board shall elect officers by a majority vote annually at the organizational meeting. Officers will include Chair(s) and Vice Chair, at minimum. The Board may elect a Secretary or utilize consultants to fulfill this role for the Board.

Section 5: Conflict of Interest

Each board member must uphold certain standards of performance, good conduct, and to avoid real or apparent conflicts of interest. In order to prevent a conflict of interest, Board members and anyone acting on behalf of the Board must:

- a) Disclose personal, professional, and business relationships when making decisions and taking actions as part of the Governance Board. The member must recuse herself/himself/themselves from discussion and voting, and must leave the room.
- b) Avoid participation in or influence of discussions or decisions concerning actions in which the Board member has an actual or perceived financial or other interest.
- c) Abstain from soliciting for gifts or gratuities by anyone for their personal benefit.
- d) Represent the Governance Board in a positive light, working to educate the community and provide a positive leadership example within Placer County and the Purpose area of the Board.

Placer County, Roseville, Rocklin Continuum of Care CA-515
Governance Charter
Adopted 2-13-19
Revised 12-11-19

Section 6: Dismissal/Resignation

Members may be dismissed from the Governance Board for more than three unexcused absences, non-adherence to the Conflict of Interest section, and/or for other behavior deemed detrimental to the purpose of the Governance Board, as outlined in Article II above. Discussion and possible action on the dismissal of any member must be properly noticed on an agenda. Members can only be officially dismissed by the majority vote of a quorum of the remaining members. If a member wishes to resign from his or her seat, she or he must submit a letter of resignation to the Chair.

Section 7: Compensation

The Governance Board shall serve without compensation.

Article V: Meetings

Section 1: Regular Meetings of the Placer County, Roseville, Rocklin CoC CA-515

Regular meetings are open to the public shall be held monthly. Community meetings twice a year held in collaboration with Placer Consortium on Homelessness (PCOH), which is another local organization serving the geographic area covered by CA-515. These special meetings address broader strategic planning with community stakeholders and are an opportunity to recruit and engage new CoC members. Location, time, and date of meetings will be posted publicly and on the HRCS website. CA-515 shall meet a minimum of 8 times per year, including the special community meetings.

Section 2: Quorum

A quorum of fifty percent plus one member of the Governance Board, shall be present at any regular or specially scheduled meeting in order for the Governance Board to engage in formal decision making. Quorum must be maintained in order for official action to be taken on agenda items.

Section 3: Proceedings

- a) All Governance Board meetings shall be open to the public, except when scoring grant applications, case management discussions, or addressing sensitive personnel issues.
- b) An agenda will be created and posted by the Governance Board at least 72 hours prior to the meeting.
- c) The Governance Board shall appoint a Secretary or its designee to keep minutes for all regular and special meetings. Final copies of minutes will be made available for public review.

Section 4: Procedure

The rules of Parliamentary Practice, as set forth in Robert's Rules of Order, shall govern all meetings of the Governance Board and its committees.

Section 5: Special Meetings:

Placer County, Roseville, Rocklin Continuum of Care CA-515
Governance Charter
Adopted 2-13-19
Revised 12-11-19

Special meetings may be called or scheduled by the Chair(s) or three or more members. The agenda, place, and time of such meetings shall be set forth in the meeting notice at least 24 hours before the time of such a meeting.

Section 6: Voting

While the Governance Board will strive to achieve consensus, the affirmative vote of a majority of members shall be required for the approval of any matter; except, a majority present may approve matters of procedure as long as members constitute a quorum.

Article VI: Committees

Section 1: Standing Committees and Membership

The Governance Board will establish these committees:

- a) Outcomes & Measurements Committee coordinates these processes
 - i. HMIS Operations
 - ii. Coordinated Entry
 - iii. Point in Time Count planning
 - iv. Rating and Ranking of funding applications
- b) Outreach and Engagement
 - i. Community outreach and public relations
- c) Executive Committee
 - i. Comprised of the board officers

Other committees may be formed, as needed. Committee chairs must be members of the Governance Board. Committee members may include representatives from CoC member agencies and the general public.

Section 2: Voting

Committee members shall not vote to take action on items. The role of each committee is to partake in discussion and make recommendations to the Governing Board for vote.

Article VII: Personal Liability

Section 1:

The members of the Governance Board shall not be personally liable for any debt, liability, or obligation of the Governance Board. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against the Governance Board may look only to the funds and property of the Governance Board for payment of such contract or claim or for payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the Governance Board.

Article VIII: Anti-Discrimination

**Placer County, Roseville, Rocklin Continuum of Care CA-515
Governance Charter
Adopted 2-13-19
Revised 12-11-19**

Section 1: The Governance Board shall not discriminate in any regard to race, creed, color, gender, sexual orientation, marital status, religion, national origin, ancestry, pregnancy, parenthood, custody of a minor child, or physical or mental disability.

Article VIII: Recordkeeping

CA-515 shall maintain records of meetings, finances, rating and ranking processes, and all other items required to maintain compliance with 24 CFR 578.103(a)(1).