

GA Balance of State CoC Membership and Rules Committee Meeting**January 14, 2015 / 11:00 – 12:30 PM**Go-To-Meeting Conference Call (<https://global.gotomeeting.com/join/172695549>)

Meeting Notes

Welcome and Introductions – Jonathan Cox, Planning Manager, Office of Homeless and Special Needs Housing

Attendance:

Members Present:

John Marria, PhD, DBA, Housing Authority of the City of Cairo; South GA PHA

Evan Mills, MSW, Advantage Behavioral Health Services; Northeast GA

Stuart Mullis, Valdosta-Lowndes Habitat for Humanity/South GA Partnership to End Homelessness; S GA

Cynthia Patterson, Governor's Office of Transition, Support and Reentry; Central GA

Don Watt, Department of Community Affairs; Office of Homeless and Special Needs Housing

Members Not Participating:

none

Collaborative Applicant Staff:

Jonathan Cox, Department of Community Affairs

Tina Moore, Department of Community Affairs

Amy Zaremba, Department of Community Affairs

Support Entity:

None

This meeting of the Interim Membership and Rules Committee began at 11:00 A.M.

The meeting began with a brief overview of the HEARTH Act and the Continuum of Care (CoC) Program. Jonathan Cox discussed the HEARTH Legislation, changes to the CoC as a result of the HEARTH Act, CoC roles as they relate to CoC membership, and a status update noting the progress of the Balance of State CoC.

Jonathan Cox then provided an overview of the Balance of State (BoS) board structure, BoS committees, and responsibilities of the Membership and Rules Committee as outlined the Governance Charter that was ratified by members on January 28, 2014.

Prior to the vote to appoint the Chair (Ethics Officer), the Collaborative Applicant and the Committee reviewed the job description of the Ethics Officer introduced by Amy Zaremba. There were no concerns. Ms. Zaremba requested the Committee's approval to adopt the job description. Motion to adopt the job description was made by John Marria and seconded by Don Watt. The motion passed unanimously and the job description was approved.

Georgia Department of Community Affairs

Approved Governance Charter and other related information available at:

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp>

Jonathan Cox introduced the next agenda item, which was the appointment of a Committee Chair (and Ethics Officer). Motion to nominate Evan Mills as Committee Chair (and Ethics Officer) was made by Don Watt. Mr. Watt discussed Mr. Mills previous work on this Committee and his experience with the CoC in Athens. The motion was seconded by Cynthia Patterson. The vote passed unanimously and Evan Mills was appointed Committee Chair (and Ethics Officer).

There was a brief discussion on protecting the privacy of the board member who was appointed to fill the seat as the representative who is homeless/formerly homeless. The Collaborative Applicant had some concern over protecting the privacy of the person filling the seat. Committee discussion included experience with this on other boards in regards to the person who is homeless/formerly homeless usually helping to educate others who haven't experienced homelessness as well a willingness to share information and advocate for individuals. Staff indicated that they would contact this board member to discuss.

Tina Moore briefly discussed CoC requirements for the development and implementation of a "Conflict of Interest and Recusal Policy", as well as the oversight of members adhering to the Code of Conduct. Ms. Moore requested volunteers to work on the development of the Conflict of Interest and Code of Conduct Policy. John Marria and Stuart Mullis volunteered, and will work with Ms. Moore on this document. The Committee recommended that DCA's attorney also review this policy prior to approval and release.

Jonathan Cox introduced the next agenda item, which is the annual update of the Governance Charter (in consultation with the Collaborative Applicant and HMIS lead) for approval by the Continuum board. Mr. Cox then called on Don Watt to discuss proposed changes to the Governance Charter. Mr. Watt reviewed the proposed updates including a revision to the date to end of chronic homelessness to align with the change to the federal goal; removing names of specific agencies for board appointments (for clarification); clarification of board term lengths (3 years each) with initial group staggered (3, 4 & 5 years); and adding clarification to language on a quorum and voting. There was discussion on the language of "family violence" versus "domestic violence," the definition of a family versus individuals, and language in State Code for the agency charged with combating family violence and developing a comprehensive state plan for ending family violence in Georgia. There was also discussion on the need to clarify "adult" offenders on page 5 and board member terms in regards to reappointments. Jonathan Cox requested the Committee's approval on the recommended updates to the Balance of State Governance Charter. Motion to approve the updates to the Governance Charter was made by Evan Mills and seconded by Don Watt. The motion passed unanimously and the updates were accepted. Mr. Cox then asked if the Committee considered these changes to be substantial, which would require a full membership vote. The Committee unanimously agreed that the changes were not substantial.

Tina Moore reviewed the proposed meeting schedule for this Committee. The Committee agreed on the following dates, and the standing meetings will begin at 11:00 AM. The standing meeting dates are for the third Wednesday of May, August, November, & February, and are:

Georgia Department of Community Affairs

Approved Governance Charter and other related information available at:

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp>

May – 20th

August – 19th

November – 9th (date adjusted for Thanksgiving & Veteran's Day)

February – 17th

The meeting was adjourned at 11:57 AM.

Georgia Department of Community Affairs

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GA Balance of State CoC Membership and Rules Committee Meeting**January 14, 2015 / 11:00 – 12:30 PM**Go-To-Meeting Conference Call (<https://global.gotomeeting.com/join/172695549>)**Agenda Items**

Welcome and Introductions – Jonathan Cox, Planning Manager, Office of Homeless and Special Needs Housing

Overview of the HEARTH Act and the Continuum of Care (CoC) Program – Jonathan Cox

Overview of the Balance of State (BoS) Board structure, BoS Committees, and role and responsibilities of the Membership and Rules Committee as outlined the Governance Charter – Jonathan Cox

Draft Ethics Officer Job Description – Jonathan Cox/Amy Zaremba

***Appointment of a Committee Chair (and Ethics Officer)** – Jonathan Cox

Appointment of homeless or formerly homeless person (discussion) – Jonathan Cox/Tina Moore

Volunteers to work on Development of Conflict of Interest and Code of Conduct Policy – Tina Moore

***Update of Governance Charter for the BoS CoC** – Jonathan Cox introduce

- ***Governance Charter Propose Changes** – Don Watt
 - o *Updating the end of chronic homelessness to align with the change USICH made
 - o *Updating titles of state agencies for board appointments (for clarification)
 - o *Clarifying Board Term Lengths with initial group staggered (3, 4 & 5 years)
 - o *Adding “51%” to the text about voting

Next Meeting / Meeting Schedule – Tina Moore

***Third Wednesday’s** (May, August, November, & February):

May – 20th

August – 19th

November – 9th (date adjusted for Thanksgiving & Veteran’s Day)

February – 17th

Action Items*

Georgia Department of Community Affairs

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Georgia Balance of State Continuum of Care
Ethics Officer Role

Position Purpose

Serves as the Balance of State (BoS) Continuum of Care (CoC) internal monitor to make certain the Board of Directors operates in a manner that is ethical, transparent, in accordance with the HEARTH Act, CoC Governance Charter, and CoC Board Conflict of Interest and Code of Conduct Policy.

Roles and Responsibilities

Examine mission, vision, values, and goals of the CoC and ensure that the CoC Board is acting in accordance with them.

Ensure that the Board is aware of, and adheres to, applicable ethics laws and policies, including the established CoC Conflict of Interest and Code of Conduct Policy.

Establish and oversee a process regarding investigations of ethical conflicts or wrongdoings concerning board members.

Attend all CoC Board meetings.

Membership and Rules Committee

Overview of Responsibilities



1/14/2015

Jonathan Cox, Planning Manager

Balance of State Continuum Board of Directors - Appointments

- The Board will consist of 17 members, who will either be appointed by state agency heads, or elected by the Continuum membership.
- The appointments must be relevant to the Continuum, either providing direct or indirect funding or some form of services to the homeless, and shall be established as follows:

Homeless/Formerly Homeless

Department of Community Affairs (2)

State Housing Trust Fund for the Homeless (2)

Office of Children and Families

Department of Corrections

Department of Behavioral Health and Developmental Disabilities

Department of Education

Gwinnett County (ESG Coordination)

Clayton County (ESG Coordination)

Department of Labor

Balance of State Continuum of Care Board Structure



- ❑ The Continuum will have 4 committees:
 - ❑ Standards, Rating and Project Selection Committee
 - ❑ Membership and Rules Committee
 - ❑ Homeless Management Information Systems (HMIS) Committee
 - ❑ Assessment, Placement and Services Committee

Membership and Rules Committee

Responsibilities



- ❑ This committee will work with greater autonomy than the other committees, providing a system of checks and balances for the Continuum as a whole. This is the only committee to make decisions, as well as recommendations to the Continuum Board.
- ❑ These include:
 - ❑ the development and implementation of the Continuum “Conflict of Interest and Recusal Policy”, as well as the oversight of members adhering to the Code of Conduct.
 - ❑ the investigation of complaints against the Continuum, a report to the Board of the actions taken, along with recommendations for mitigation.
 - ❑ the appointment of a homeless or formerly homeless person. (This will initially be carried out by DCA.)
 - ❑ the update of the Governance Charter on an annual basis (in consultation with the Collaborative Applicant and HMIS lead) for approval by the Continuum Board.

Membership and Rules Committee

Responsibilities continued.



These include:

- ❑ the right to recommend appointments to the Continuum Board.
- ❑ determining the term length of all Board members (staggered length, 3-5 years)
- ❑ termination of Board members for reasonable cause. This includes, but is not limited to, the presence of a conflict of interest that cannot be mitigated or if attendance at meetings does not meet standards established by the Membership and Rules Committee.
- ❑ the Chair of the Membership and Rules Committee shall serve as the Ethics Officer of the Board but may or may not be a member of the Board.

Continuum of Care Board Selection Responsibilities

The Membership and Rules Committee shall develop and implement a process for the nomination and election of “at large” Board members from each of the five (5) DCA super-regions. All appointments will be subject to approval by the Membership and Rules Committee based upon criteria established by that Committee.

The Rules and Membership Committee shall:

- ❑ develop criteria for and approve appointed Board members;
- ❑ develop criteria for approval and for the election of regional Board members;
- ❑ call upon membership for nominees by email notification; and
- ❑ develop a slate of nominees for review by Members.

The Collaborative Applicant shall conduct elections for regional Board members.

Collaborative Applicant (DCA)

Responsibilities



- ❑ It is DCA's responsibility to provide oversight for the Continuum in order to meet HUD's rule for Continua of Care and to assure that requirements are met for the annual HUD Continuum of Care funding competition.
- ❑ DCA will maintain Continuum membership lists, conduct membership recruitment campaigns targeted to stakeholders publish agendas for membership meetings, and assist the Board in conducting meetings of full membership not less than twice annually.
- ❑ Continuums are obliged to consult with both ESG Entitlements and HUD Consolidated Planning jurisdictions. DCA will maintain an ongoing relationship with these entities.

Collaborative Applicant (DCA)

Responsibilities

- ❑ It is DCA's responsibility to implement and coordinate the semi-annual unsheltered point in time count and the annual shelter survey.
- ❑ DCA will provide staff for the Continuum's planning and implementation of:
 - ❑ HUD and United States Interagency Council on Homelessness's plan, "Opening Doors", to end homelessness.
 - ❑ the coordinated assessment system that assesses the eligibility and needs of each household seeking homeless assistance and provides services to homeless households that best fit their individual circumstances in regaining independence within the community in the shortest possible time.
 - ❑ a housing and service system within its geographic area that meets the needs of homeless households, that encompass outreach, shelter, housing, and prevention strategies".
 - ❑ written standards that establish a minimum set of expectations in terms of the quality expected of projects, their priorities and the implementation of strategy.

Progress so far in establishing the Continuum Board:

- ❑ Full membership meetings were held on September 30, and October 2, 2013. These established the initial Continuum membership and offered opportunity for feedback concerning the founding Governance Charter.
- ❑ The Governance Charter was posted on DCA's Continuum website and was ratified by a majority of Continuum members.
- ❑ DCA has received Board appointments from state agencies which have just been approved by the Membership and Rules Committee.
- ❑ The membership has approved the election of the 5 "at large" members.
- ❑ DCA has established the membership of the Interim Rules and Membership Committee and the Interim Standards, Rating and Project Selection Committee.

Questions?



□ Further reading:

□ The Governance Charter -

<https://www.dca.ga.gov/housing/HousingDevelopment/programs/documents/GeorgiaBoSCoCGovernanceCharter-AdoptedJanuary282014.pdf>

□ DCA's Continuum webpage -

<https://www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp>

□ HUD's Continuum of Care Interim Rule

<https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>



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