



MARIN COUNTY CONTINUUM OF CARE

HOMELESS POLICY STEERING COMMITTEE GOVERNANCE CHARTER AND BYLAWS

APPROVED BY HPSC MAY 11, 2017

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ARTICLE I: NAME

The Homeless Policy Steering Committee (“HPSC”), evolved from an effort to provide a coordinated community-wide response to homelessness in Marin. The HPSC is the governing body of the Marin Continuum of Care (CoC) and is comprised of the members serving in the seats outlined in Article IV. The Marin Continuum of Care (CoC) includes the full general membership of all community members committed to the goal of ending homelessness.

ARTICLE II: PURPOSE

The purpose of the HPSC is to provide a coordinated and strategic approach to planning and management of a range of resources to address the needs of families and individuals at risk of homelessness and those who are currently experiencing homelessness in Marin County. Homelessness is a complex problem with many different causes and contributing factors. In order to effectively address the issue, communities must adapt solutions to meet the varying needs of all homeless individuals and families as they change over time.

Further, the HPSC establishes the local process for applying, reviewing, and prioritizing project applications for funding in HUD Homeless Assistance Grant Competitions, including the Continuum of Care (CoC) Program and the Emergency Solutions Grant (ESG) Program.

ARTICLE III: RESPONSIBILITIES

It is the role of the HPSC to provide oversight and take direct action in the following areas:

1. POLICIES AND PROCEDURES

- A. Develop, follow, review, and update the HPSC Governance Charter and Bylaws annually.
- B. Vote on any action items that arise at HPSC meetings.
- C. Review, rank, and recommend CoC and ESG Program Applications for submission to the CA Department of Housing and Community Development and the U.S. Department of Housing and Urban Development.

2. SYSTEMS DEVELOPMENT

- A. Implement a coordinated entry system focusing on quality assurance, access, interdependency between programs and interdependency between programs and clients, and addressing barriers.
- B. Develop and implement written standards for providing CoC assistance, including written policies and procedures as required by HUD.

3. DATA, ANALYSIS, AND EVALUATION

- A. Plan for and conduct, at least biennially, a point-in-time count of homeless persons within Marin County that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires.

- B. Develop performance measures that can be used to inform a variety of tasks, including:
 - I. CoC Program competition project scoring and reporting, and
 - II. Determining how federal, state, and local funds should be utilized.
- C. Create a responsive system by analyzing and responding to gaps in housing and service interventions offered in the system. Additionally, the HPSC will:
 - I. Set targets that are meaningful, measurable, realistic, and regularly assessed.
 - II. Consult with recipients and sub-recipients, evaluate their performance, and work with under-performing recipients and sub-recipients to reach targets.
- D. Conduct an initial comprehensive assessment in coordination with ESG Program, and then annually conduct a gaps analysis of the needs of homeless people, as compared to available housing and services within Marin County.
- E. Facilitate and support the reporting of outcomes of CoC and ESG programs to HUD in coordination with the CoC Program Collaborative Applicant, namely, the Marin Health and Human Services Department.

4. FUNDING COORDINATION

- A. Facilitate and support the development of funds and resources for homeless services in Marin County in partnership with local jurisdictions located in Marin County. Specifically, the HPSC will:
 - I. Provide information required to complete Marin County’s Consolidated Plan(s).
 - II. Consult with State and local government ESG recipients within Marin County on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.
 - III. Consult with recipients of ESG funds within Marin County, establish and consistently follow written standards for providing homeless services and housing assistance.

5. COMMUNITY ENGAGEMENT

- A. Encourage and develop public understanding and education on homeless and housing issues.
- B. Advise public officials on the special needs of the homeless and matters of urgency regarding homelessness and make recommendations about long-range planning and policy formulation.

6. COLLABORATIVE APPLICANT RESPONSIBILITIES

The Marin Health and Human Services Department is the Collaborative Applicant for the Marin CoC. The Collaborative Applicant’s role is to: submit the consolidated application, apply for CoC planning funds on behalf of the CoC, and develop a governance charter with the CoC.

The Collaborative Applicant designated by the HPSC must comply with HUD regulations for the CoC Program by keeping records documenting compliance with HUD requirements.

Specifically, the Collaborative Applicant will follow the HPSC’s approved record keeping requirements and maintain records of:

- A. HPSC structural requirements, including:
 - I. Approved governance charter establishing the HPSC (including a written process to select a CoC board),
 - II. Board roster (including HPSC members’ affiliations/representation(s)), and
 - III. Documentation of a conflict of interest policy signed by all HPSC members.
- B. CoC compliance with HUD regulations, including:
 - I. Published agendas and meeting minutes,
 - II. Monitoring reports of recipients and subrecipients, and

III. Preparation of application for funds.

ARTICLE IV: MEMBERSHIP

1. ELIGIBILITY

All members of the HPSC must reside or be employed in Marin County.

All members of the HPSC shall demonstrate a professional interest in, or personal commitment to addressing and alleviating the impact of homelessness on the people of the County of Marin.

2. MEMBERSHIP

Membership on the HPSC will be as shown in the chart below. The HPSC will make a public invitation available for new members to join annually. The HPSC will actively recruit new members to ensure geographic diversity. Each member will have a term of two years. If a member wishes to remain in their seat at the expiration of the two-year term, the member may renew their term without submitting to the selection process, provided that no application has been made for that seat. The HPSC is comprised of 18 areas of representation.

Area of Representation

- | | |
|-------------------------------------|--------------------------------|
| 1. Elected Officials | 10. Law Enforcement |
| 2. County Health and Human Services | 11. Probation |
| 3. Community Development | 12. Homeless Service Providers |
| 4. Public Housing Agency | 13. Homeless Housing Providers |
| 5. Community Funder | 14. School Districts |
| 6. Consumer Representative | 15. Business Community |
| 7. Domestic Violence | 16. Hospitals |
| 8. Faith-Based Organization | 17. Veterans' Services |
| 9. Affordable Housing Developer | 18. Employment Services |

Consumer Representative appointees must have a lived experience of homelessness (i.e., be homeless or formerly homeless).

3. SELECTION PROCESS

The HPSC will appoint a non-conflicted subcommittee to review all eligible applications for open seats annually. The subcommittee will recommend new members to the HPSC, and the HPSC will take action through a majority vote. This selection process will be reviewed by the CoC every five years at a minimum.

4. OFFICERS/CHAIRS

There will be a chair and co-chair for the HPSC designated at all times. The chair and co-chair shall be elected by majority vote of the HPSC to each serve a one (1) year term. Elections will be held annually. Responsibility for chairing the HPSC will be alternated.

The Chair shall preside at all meetings and provide oversight for the operation of the HPSC. The Chair may call for special meetings of the HPSC or its committees, subcommittees, or workgroups.

The Co-Chair, in the event of the absence or disability of the Chair, shall assume and perform the duties of the Chair. The Co-Chair shall provide oversight of all committees, subcommittees, and workgroups.

5. WHEN A SEATED MEMBER NO LONGER MEETS THE ELIGIBILITY CRITERIA

If a seated HPSC member no longer meets the eligibility criteria, the HPSC:

- A. May request the HPSC member submit a statement of resignation to the HPSC within 30 days of the change.
- B. May recommend to the Board of Supervisors the removal of the member and the subsequent appointment of an eligible nominee selected by the HPSC.
- C. May, where there is no apparent candidate to fill the seat, continue the seated member’s participation, with or without limitation, until an eligible candidate is found.

ARTICLE V: MEETINGS

1. GENERAL

All meetings of the HPSC shall be open to the public and comply with the provisions of the Brown Act. The HPSC will set an annual meeting schedule in consultation with the members. The HPSC will meet quarterly and the full membership of the Continuum of Care will convene quarterly with published agendas.

2. MEETINGS AND ATTENDANCE

The HPSC will track unexcused absences of HPSC members. Two unexcused absences, from the regularly scheduled HPSC meetings in a rolling 12-month period will warrant inquiry from the HPSC as to ability and interest of the organization in continuing as a member.

Any HPSC member organization unable to attend a meeting should notify the Chair of the HPSC or its administrative designee to request an excused absence.

3. QUORUM

A majority of the filled seats of the HPSC shall constitute a quorum for the transaction of business.

4. CONDUCT OF MEETINGS

Roberts Rules of Order are hereby adopted for the Government of the HPSC in all cases not otherwise provided in the Governance Charter and Bylaws. The Chair may make a motion to suspend the Rules of Order.

5. VOTING

Each member present at HPSC meetings will be afforded one vote. Member organizations may delegate voting authority to other members of the same body to vote in their absence. All motions and questions put before the HPSC are to be voted on by voting either “yes” or “no” or “abstain”. Decisions on any motion or question shall be determined by a majority vote by those members present.

ARTICLE VI: COMMITTEES

Ad hoc committees, subcommittees, and workgroups shall be appointed by the Chair and approved by vote of the HPSC.

ARTICLE VII: GOVERNANCE CHARTER AND BYLAWS

1. AMENDMENT

The Governance Charter and Bylaws may be amended at any meeting by a vote of the majority of the members of the HPSC.

2. NOTICE

Written notice of any proposed amendment shall be [emailed](#) to all members at least five (5) calendar days prior to the meeting at which such action is proposed.

3. EFFECTIVE DATE OF AMENDMENT

No amendment to this Governance Charter and Bylaws shall take effect or be binding until said amendment(s) have been reviewed for enforceability by County Counsel.

ARTICLE VIII: ENDORSEMENTS

The HPSC as a whole may not take independent positions on matters of a political nature including, but not limited to candidates for office, or ballot measures or public policy matters not related to the mission of HPSC. Members may not use the HPSC as a designation for their political activities or positions.

ARTICLE IX: RECOMMENDATIONS

Matters referred to the HPSC by the Board of Supervisors shall be placed on the calendar for consideration and action at the first meeting of the HPSC after such reference. If there is an issue of importance to the HPSC, the HPSC may submit recommendations to the Board of Supervisors for their consideration. The Board of Supervisors may adopt, amend, or reject the recommendations of the HPSC.

ARTICLE X: CONDUCT & CONFLICTS OF INTEREST

Each HPSC member will uphold certain standards of performance and good conduct and avoid real or apparent conflicts of interest. In order to prevent a conflict of interest, an HPSC member, chairperson, employee, agent, or consultant of the HPSC may not:

- A. Influence decisions concerning the selection or award of a grant or other financial benefit to an organization that the HPSC member, employee, officer, or agent has a financial or other interest in or represents, except for the HPSC itself.
- B. Solicit and/or accept gifts or gratuities on behalf of the HPSC by anyone for their personal benefit in excess of minimal value.
- C. Engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict.

ARTICLE XI: RELATED DOCUMENTS

Governance of the Marin County Continuum of Care, and of the HPSC in its capacity as the CoC Board, shall operate through several documents, including:

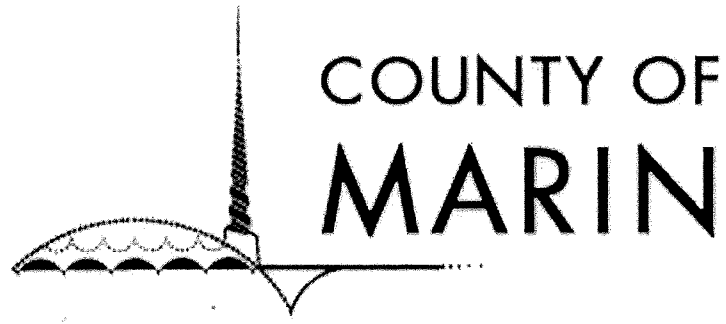
- A. The Homeless Policy Steering Committee Governance Charter and Bylaws (i.e., this document);
- B. The Marin County CoC HMIS Governance Charter;
- C. The Marin County CoC Written Standards for Service;
- D. The Marin County HMIS Policies and Procedures Manual; and,
- E. The Marin County Program Evaluation Scoring Policies.

Signature:

Kate Rin

Date:

Sept 20, 2017



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