

# SVHC Governance Charter

## ARTICLE I – COMMITTEES

- A. Committees:** The Governing Board will specify the duties of standing committees and establish ad hoc committees as the need arises.
1. All standing and ad hoc committees shall consist of sufficient numbers to provide broad representation of the Coalition as appropriate. Chairpersons of each committee shall be nominated and elected by committee membership.
  2. By majority vote, the members of any standing committee may remove a chair of that committee.
  3. Standing Committees include: Executive Committee, Service Coordination Committees (Families and Singles), Program Monitoring Committee, and HMIS and Data Collection Committee.
- B. Service Coordination Committees (Families and Singles)**
1. Leverages community resources to assist homeless families and
  2. individuals;
  3. Provides case coordination linking families and individuals to a variety of benefits, housing and support services, and address barriers to self-sufficiency;
  4. Oversees system-wide coordination among service providers, maintains inventory of specific services, and establishes more seamless access to mainstream programs to improve the quality, efficiency, and effectiveness of homeless services; and
  5. Identifies needs and gaps in services for homeless subpopulations.
  6. **(For further detail, see the Coordinated Intake and Assessment System Procedures.)**
- C. Program Monitoring Committee**
1. Agencies that currently have, federal and/or state grants for homeless services, are required to participate on the Program Monitoring Committee.
  2. Responsible for maximizing funding from federal and state agencies, including the U.S. Department of Housing and Urban Development (HUD) McKinney-Vento/HEARTH Continuum of Care competition for homeless assistance grants;
  3. Has the primary responsibility for overseeing the timely, accurate presentation of the regional Consolidated Applications for federal and state grants; and
  4. The Committee provides guidance and oversight into the monitoring of Continuum of Care performance and works with the Coalition members to improve and enhance outcomes and performance.
- D. Homeless Management and Information System (HMIS) and Data Collection Committee:**
1. Provides oversight and guidance on issues related to the implementation of the Homeless Management Information System (HMIS);
  2. Ensures that HMIS users meet the established HUD Data Standards, as well as privacy and confidentiality;
  3. Reviews user data quality reports;

4. Maintains an open system of shared, non-confidential information; and
  5. Works to recruit non-federal and state funded agencies to utilize the database as a central repository for all client-level homeless data.
- E. Ad Hoc Committees (e.g. Point in Time Committee):** The Governing Board may create ad hoc committees as needed, the membership and duties of which shall be as determined by the Governing Board. Each ad hoc committee shall limit its activities to the accomplishment of the task for which it is appointed and shall have no power to act except such as is specifically conferred by the Governing Board. Upon completion of the task for which appointed, an ad hoc committee shall stand discharged.
- F. Committee Activities:** Business conducted within established committees will follow the same rules established herein for the overall Coalition activities.
- G. Limitations on Committee Authority:** The Governing Board or, in rare situations, the Executive Committee, must approve all recommendations of the Standing and ad hoc committees before action may be taken. No commitments on behalf of the Coalition may be made by any committee chair or members of any committees without the approval of the Coalition or the Executive Committee. Actions taken by committees must be announced, discussed and voted on by the Governing Board unless in emergency situations\*.
- \*An emergency situation is defined as an instance when the Governing Board is unable to meet to make the decision prior to the need to act and, in that case, the Executive Committee can act on behalf of the entire Governing Board. That action can be reviewed by the Governing Board at the next regularly scheduled meeting.*

## ARTICLE II – Requirements for Funding

- A. Attendance and Participation Requirements for Funding:** Agencies requesting funding for new and/or renewal projects are required to be registered members of the Coalition. The Continuum requests that all agencies that receive funding attend the following meetings to assist in the planning and coordination of expending CoC funds:
1. Program Monitoring Committee; and
  2. SVHC General Membership Committee.

Agencies that participate in at least 75% of the listed Committee meetings throughout the twelve (12) months before the funding announcement will be incentivized on the CoC Scorecard. Agencies desiring to submit a new application for funding are referred to the Collaborative Applicant for guidance.

**B. Decision Making Process for Funding:**

1. The Governing Board, with the support of the Program Monitoring Committee and the Lead Agency, is responsible for the development and implementation of a fair and transparent application process for both new and renewal projects; ensures that all funding applicants are in good standing; the services proposed respond to the overall community needs; and, there are no conflicts of interest within the process. (Article V, Section M of SVHC Bylaws).
2. Step One - A joint meeting of the Program Monitoring Committee and the Governing Board (or a subcommittee designated by the Governing Board per #3) will take place to

hear presentations on renewal applications and to discuss the past year's performance of each renewal application, including the results of the peer/scorecard review.

3. Step Two - Non-conflicted Governing Board members, (or a subcommittee designated by the Governing Board) will then convene to consider the information gathered at the joint meeting (#2) and to hear presentations regarding new funding applications. The Governing Board may invite non-conflicted subject matter experts with expertise in reviewing and ranking funding applications, or other relevant skills and experiences, to participate on this subcommittee.
4. The Governing Board, at a regular or special meeting of the Board, is responsible for approving the final rankings and funding allocations and forwarding this information to the Lead Agency for inclusion in the final application, prior to submission. The Governing Board makes all final decisions to accept or reject requests for funding. A majority vote by Board members determines the final decision.