

Cecil County Inter-Agency Council on Homelessness

Governance Charter

ARTICLE I ORGANIZATION

The name of this organization is the Cecil County Inter-Agency Council on Homelessness.

ARTICLE II PURPOSE

The purpose of the Cecil County Inter-Agency Council on Homelessness is to serve as the collaborative governing body for Cecil County's Continuum of Care **and** to promote community-wide planning for the strategic use of resources, toward ending homelessness and helping individuals and families achieve long-term stability.

ARTICLE III MEMBERSHIP

The Council shall be composed of a minimum of 11 official representatives with staggered terms of two or three years. The Council shall mirror the existing sub-populations of homeless persons in Cecil County, and include representation from public and private entities, including but not limited to: non-profit homeless providers, businesses, government, faith-based organizations, advocates, public housing agencies, school districts, hospitals, law enforcement, substance abuse and mental health agencies, veterans services, affordable housing developers, universities, victim service providers and/or individual citizens who share a commitment to addressing homelessness.

Of the 11 representatives, one must be a former or currently homeless individual, and one must represent an Emergency Solutions Grant (ESG) recipient. The council shall have a chair and co-chair who preside over meetings, determine agendas, and send meeting notifications. Meetings are public and open to interested parties beyond the 11 representatives. When vacancies occur, representatives may volunteer or be nominated and must be approved by the council. There will be no limit on number of terms that a representative may serve and no quorums required to conduct business.

Any board member who misses two consecutive meetings and does not communicate an explanation to the chairperson may be recused of his/her board membership with a consensus of the board.

ARTICLE IV MEETINGS

Most meetings will be held at the Cecil County Health Department. The council will meet a minimum of 6 times a year on a bi-monthly basis, reserving the months in between for sub-committee meetings of the

council. Sub-committee chairs will report results of their meetings at full council meetings.

ARTICLE V ORGANIZATIONAL YEAR

The organizational year of the council will begin on the first of July and end on the last day of June.

ARTICLE VI RESPONSIBILITIES

- 1) Establish and operate a centralized or coordinated assessment system that provides an initial and comprehensive assessment of the needs of homeless individuals/families for housing services (Strategic Planning Subcommittee);
- 2) Designate and operate a Homeless Management Information System and monitor participation and data quality (HMIS Subcommittee & CoC Board);
- 3) Develop and implement a strategic plan to meet the needs of the homeless population and sub-populations within the county (Strategic Planning Subcommittee);
- 4) Conduct an annual Point-in-Time count of homeless individuals & conduct an annual gaps analysis (PIT Subcommittee);
- 5) Consult with State and local government on allocation and evaluation of outcomes of ESG recipients and subrecipients (CoC Board);
- 6) Prepare an application of funds in response to a Notice of Funding Announcement (NOFA) from the office of Housing and Urban Development (HUD) and ensure project compliance with federal statutes (Collaborative Applicant, Project Applicants & CoC Board);
- 7) Select a Collaborative Applicant (CoC Lead Agency) and establish priorities for funding projects in Cecil County; determine the number of applications being submitted for funding (CoC Board); and
- 8) Monitor outcomes and performance of funded projects (Rating & Ranking Committee & CoC Board).

ARTICLE VII SUBCOMMITTEES

Each of the following subcommittees needed to carry out the work and goals of the council shall have at least one chairperson whose responsibilities include: scheduling and notification of meetings, presiding over the subcommittee, documenting the meetings, and reporting results to

the full council. New subcommittees may be established when the need arises. Standard subcommittees of the council include:

Strategic Planning: plans, develops, writes, updates, and reports on the progress of the county's strategic plan to address homelessness; devises a coordinated and centralized intake system for homeless individuals;

Point-in-Time: plans and coordinates with participating providers the annual point in time count of homeless individuals in the county, including also the bi-annual street outreach count;

HMIS: reviews, updates, and sets policies/procedures on use of HMIS; and

Rating/Ranking: reviews project applications for the annual HUD NOFA and monitors quarterly reports of funded projects.


ARTICLE VIII VOTING

Each agency represented shall have one vote and such voting shall be conducted verbally. No quorum is necessary to approve or reject a particular item.

ARTICLE IX CONFLICT OF INTEREST

No council member may participate in or influence discussions or decisions concerning the award of a grant, or other financial benefits for an organization that the member represents.

Date Adopted: 11-20-2013


Gwen Parrack, Chairperson
Director, Division of Special Populations
CoC Lead Agency
Cecil County Health Department