

# HUMBOLDT HOUSING & HOMELESS COALITION



## HUMBOLDT COUNTY CONTINUUM OF CARE

GOVERNANCE CHARTER

June 27, 2024

**HUMBOLDT HOUSING AND HOMELESS COALITION**  
**Continuum of Care Governance Charter**

Introduction: This governance charter outlines the Humboldt Continuum of Care (CoC) policies and procedures for operating the CoC and planning for the CoC. It designates Humboldt County Department of Health and Human Services as the HMIS Lead Agency. This governance charter shall be updated at least annually, at the HHC Executive Meeting. Details for each Article shall be included by attachment as they are approved by HHC. The content of this charter will be developed in accordance with the [McKinney-Vento Homeless Assistance Act As Amended by S.896 Homeless Emergency Assistance and Rapid Transition to Housing \(HEARTH\) Act of 2009](#) and the, Continuum of Care Program Interim Rule, 24 CFR Part 578.

## ARTICLE I – NAME AND PURPOSE

Section 1: **Name:** The name of the organization is the *Humboldt Housing and Homelessness Coalition*.

Section 2: **Vision and Mission:** Humboldt Housing & Homelessness Coalition’s (HHC) vision is that all members of our community will have access to safe, decent, affordable housing.

The Mission of HHC is to facilitate countywide collaboration to build awareness, support, partnerships and funding for shelter and affordable housing and to coordinate the Humboldt County Continuum of Care for people experiencing homelessness.

## ARTICLE II – LEADERSHIP

Section 1: **Executive Committee Role, Size and Composition:** The Executive Committee shall be designated as the CoC Board in accordance with the CoC Interim Rule. The role of the Executive Committee is to coordinate the business and operations of the HHC including providing leadership, resolving issues, setting committee and task force structure, representing the organization in business and public relations matters, and presenting recommendations and proposals to the general membership. Voting memberships on the Executive Committee shall be limited to no more than 20 members.

The HHC has chosen to conduct its affairs by consensus of the Executive Committee whenever possible. There will be two tries at a strict consensus. If that is not achieved, a decision may be made by a simple majority of those present. The Executive Committee, as the Continuum of Care Board, is charged with making the final decisions on issues affecting the HHC. The Executive Committee will represent the organizational and geographic diversity of the HHC. The Co-Chairs of the HHC will serve as members of the Executive

Committee.

### **ARTICLE III – EXECUTIVE COMMITTEE MEMBERSHIP**

Section 1: **Executive Committee Membership:** Interested parties may apply to join the Executive Committee by submitting an application to the Executive Committee. The Executive Committee votes on whether to confirm recommended applicants. [Applications](#) are available on the [HHHC webpage](#).

The Executive Committee aims to fill its membership with participants from the following sectors of housing and homelessness:

- Homeless Assistance Providers
- Victim Service Providers
- Faith-Based Organizations
- Alcohol and Other Drugs/Mental Health Providers
- Social Service Providers
- Public Housing Authority
- Veterans Service Providers
- Health Care
- Hospitals
- Tribes
- Private business
- Public sector
- Advocates
- Higher education
- School Districts
- Law Enforcement
- Persons with lived experience of homelessness
- Youth Homeless Organizations

The Executive Committee must include at least one currently or formerly homeless individual. It must also have representatives from any agencies that receive Emergency Solutions Grant funding.

Factors in selection of CoC members to the Board include the individual's commitment to the purposes of the Board as well as personal and professional qualifications including interest, leadership knowledge, and depth of connection to the CoC membership and the broader community responding to homelessness, locally, regionally, and as relevant, nationally.

Section 2: **Regular Attendance:** Executive Committee membership is contingent upon

regular attendance at Executive Committee meetings. The Executive Committee may vote to remove a member after three consecutive, unexcused absences.

#### **ARTICLE IV – MEETINGS OF MEMBERS**

- Section 1: HHC General Membership meetings shall occur at least semi-annually.
- Section 2: **Meetings:** HHC Executive and Standing Committees will occur at least quarterly.
- Section 3: **Special Meetings:** Special meetings may be called by the Co-Chairs of the Executive Committee.
- Section 4: **Meeting Notice:** Notice of each meeting shall be given to each member by email and posted on the Humboldt Housing and Homeless Coalition Website. Meetings of the General Membership shall be open to the public. Written agendas of CoC Meetings will also be posted to the HHC website as well as emailed to voting members.
- Section 5: **Meetings, Notice and Quorum:** A quorum shall consist of a majority of the members of the Executive Committee. A quorum must be present at the Executive Committee before business can be transacted or motions made and passed. Votes may be taken via email.
- Section 6: **Officers:** The Executive Committee shall include two Co-Chairs. The Co-Chairs shall convene regularly-scheduled Executive Committee meetings and shall preside or arrange for another member of the Executive Committee to preside at the meeting.
- Section 7: **Resignation, Termination and Absences:** Resignation or recusal from the Executive Committee must be in writing and received by the Co-Chairs of the HHC. Executive Committee members who no longer represent the organization type or geographic region they were elected to represent are not eligible to continue as Executive Committee members. An Executive Committee member or Co-chair may be removed for any other reason by a majority vote of the other Executive Committee members at any business meeting where a quorum has been established.
- Section 8: **Co-Chairs of the HHC:** The role of the Co-Chairs shall be to publicly represent the HHC and to facilitate meetings of the general membership. The Co-Chairs also are part of the Executive Committee as voting members and facilitate monthly meetings of the Executive Committee.

Section 9: **Terms, Vacancy, Resignation, Termination and Absence of Co-Chairs:** Members of the Executive Committee are elected by the existing Executive Committee members. Should a Co-Chair or Executive Committee member vacate their position, a new Co-Chair or Executive Committee member will be elected by the Executive Committee membership.

The Executive Committee may terminate the tenure of the Co-Chair(s) or any member for any reason, including but not limited to excessive unexcused absences, in accordance with the voting procedures outlined in Article II Section I of this charter.

Section 10: **Additional Elements of Operating the CoC:** The Executive Committee shall continue its development of the following remaining elements required by the published CoC Interim Rule for inclusion in its governance charter:

1. Establish performance targets and procedures to monitor performance, evaluate outcomes, and take action against poor performers, in consultation with Recipients and Subrecipients.
2. Coordinate with ESG Recipients, to evaluate outcomes of ESG and CoC Program Projects, develop a process for monitoring outcomes of ESG Recipients, and report to HUD.
3. Continue development of a Centralized or Coordinated Entry and Assessment system, in consultation with ESG Recipients.
4. Develop written eligibility policies and procedures for providing CoC assistance, in consultation with ESG Recipients.
5. Continued development of written standards for administering assistance.
6. Establish goals that align with federal, state, and local plans for addressing homelessness.

Section 12: **Planning for the CoC:** The HHC will continue its engagement in a strategic planning process to develop CoC policies and procedures, and the following standards, as required by the published Interim Final Rule for inclusion in this governance charter:

Coordinate implementation of a system that meets the needs of homeless households that includes at minimum:

1. Outreach, engagement, and assessment;
2. Shelter, housing, and supportive services;
3. Prevention strategies;
4. Biennial PIT count (plan and conduct);
5. Annual gaps analysis of homeless needs and services available;
6. Provide information required to complete the Consolidated Plan; and

7. Consult with ESG Recipients on a plan for allocation of ESG funds and performance evaluation and reporting.

#### **ARTICLE V – COMMITTEES and TASK FORCES**

Section 1: **Standing Committees:** There are five standing committees of the HHHC; the Executive Committee, the Youth Action Board, the Lived Experience Working Group, the Coordinated Entry Policy Committee, and the Coordinated Entry Case Conference Committee.

The Executive Committee shall convene standing and ad hoc committees as needed.

Section 2: **Task Forces:** From time to time, the HHHC membership may designate a task force to work on selected issues and report back to the General membership. Task force issues may be suggested by any member of the HHHC and any member of the HHHC may participate in any task force.

#### **ARTICLE VI – AMENDMENTS**

**Process for Amendment:** This charter may be amended, when necessary, in accordance with the voting procedures outlined in Article II Section I of this charter, at either a regularly scheduled or special meeting where a quorum has been established.

#### **ARTICLE VII - CONFLICT OF INTEREST**

**Conflict of Interest:** Per 24 CFR 578.95 of the CoC Program Interim Rule, no Continuum of Care board member may participate in or influence decisions or resulting decisions concerning the award of a grant or other financial benefit to the organization that the member represents. Organizational conflicts may arise in instances where an individual is an employee or board member of an organization funded by the CoC Program.

Members must act in the best interests of the CoC and avoid situations where their personal interests or relationships interfere with acting in good faith on behalf of the CoC.

Members may not engage in activities that conflict with the interests of the CoC or that may negatively impact the reputation of the CoC.

Members are required to follow CoC requirements regarding conflict of interest and code of conduct.

## ARTICLE VIII-RELATED DOCUMENTS

**Related Documents:** Governance of the Humboldt Housing and Homelessness Coalition and of the Executive Committee in its capacity as the CoC Board, shall operate through several documents, including:

1. The Humboldt Housing and Homelessness Coalition Continuum of Care Governance Charter (i.e., this document);
2. The Humboldt Housing and Homelessness Coalition CoC-HMIS Governance Charter;
3. The Humboldt Housing and Homelessness Coalition Written Standards for Service;
4. The Humboldt Housing and Homelessness Coalition HMIS Policies and Procedures Manual; and
5. Code of Conduct

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Aaron Zell \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Saul Lopez \_\_\_\_\_

Date: June 27, 2024