

RECOMMENDED CHANGES TO 2022 WESTERN PA CONTINUUM OF CARE GOVERNANCE CHARTER

Replaced old mission with our revised mission (pg 3):

Our mission is to end homelessness through a socially just, coordinated, community-based process of identifying needs and building an open, integrated, and inclusive system of housing and services that addresses those needs.

Revised the guiding principles to incorporate the values and truths we voted to accept as presented from the DEIB committee (pg 3-4):

- We believe that:
 - Ending homelessness is possible.
 - Housing is essential to ending homelessness.
 - Everyone deserves a home.
 - Homelessness should not define those who experience it.
 - Homelessness is often a consequence of systems of oppression and require an ongoing and sustained commitment to understanding how structural and intersectional oppression and structural privilege contribute to and sustain experiences of homelessness.
 - The Western PA CoC is not a “charity”. We are here to serve, not save.

- We will:
 - Create and support an inclusive and affirming environment and culture.
 - Use data to support decision-making and enhance effectiveness across all 20 counties.
 - Be strategic in how we use our resources.
 - Focus on building partnerships that will make our system sustainable, with enough resources to provide housing and services to those experiencing homelessness according to their individual needs.
 - Work together as a cohesive system in order to reach our goal. “The whole is greater than the sum of its parts.”
 - Engage with the wider community.
 - Recognize and respect the experience, expertise and insights of the people we serve and our colleagues.
 - Understand that all people could have trauma that we’re not aware of and recognize that the experience of homelessness is often a traumatic experience, regardless of quality of/extent of resources.
 - Use respectful language that validates individuals’ lived experience.

- Changed all references to NW RHAB to NW Housing Coalition and RHABs to regional housing groups/regions

- Provided a more detailed definition of a non-conflicted member, addressing people who have worked for an organization receiving funding but no longer work there (pg 7):

A concerted effort will also be made to recruit members to the Board who meet the definition of non-conflicted (meaning they do not receive CoC or ESG funding or have not worked for an organization within one year that received CoC or ESG funding).

- Established a rule that a new board member must serve for at least two meetings before being eligible for a position on the Executive Board (the group debated making this a longer term, however, we felt that it was important to not limit it too much but yet to require at least a limited experience with the operations of the Board before joining the Exec Committee): (pg 10)
Any member of the board who has served as a voting member for a minimum of two regularly scheduled board meetings is eligible to be nominated for a board officer position.
- Created the ability for an officer who has termed out of the Executive Board to serve an additional term if recruitment has been attempted but failed. We did this because we feel that it is much better to have a position on the Exec Board filled by somebody who is willing and able, versus remaining open (pg 10):
Individuals who previously held any officer position can reapply to fulfill the role of an any officer position if due diligence for selecting a new officer has occurred and no other member of the board indicates willingness/ability to serve on the Executive Committee. In this circumstance, the person filling the open officer position can serve an additional two-year term.
- Added the below as a cause for removal from the Board (pg 11):
Board members can also be removed from their position if their actions/inactions indicate a clear disregard for the guiding principles of the Western PA CoC, as set forth in Section 3 of this document.
- Removing face to face (pg 11):
The Governing Board will meet (face to face- REMOVE) at least quarterly.
- Added that the Funding Committee will sign the Conflict of Interest policy (pg 13):
Members of the Governing Board will sign a Conflict of Interest Policy annually, as will members of the Funding Committee, and others identified as carrying out key functions of the Board.
- Addition to our process for members (pg 14):
Registered members of the CoC will receive an email annually asking them to review and update their registration information, including contacts.
- The review committee would like to remove this piece about determining a quorum for a vote at full CoC meetings because it is very difficult and impractical with the way that our meetings are run. We do realize that having a quorum would be ideal, but due to the

fact the difficulty in doing so, we are recommended that votes be taken as described below instead (pg 11-12):

- Quorum- REMOVE

- A number equal to or greater than 51% of the total number of voting members (organizations and/or individuals) shall constitute a quorum for the transaction of CoC-related business. (Clarification: It is not necessary that this number of CoC-funded organizations be in attendance for a vote to occur, simply that this number of CoC members (individuals and/or organizations) is in attendance in order to conduct a valid vote.)

- Changed this from one week to two days, because we changed the time that the agenda has to be posted to the website from two weeks to one week (pg 15):

The online member registration form must be completed at least two days in advance of a full CoC meeting in order for that organization or individual to be allowed to vote on matters during the CoC meeting.

- When a vote of the full CoC is required, it will be included on the CoC Meeting Agenda that is posted on the CoC website within one week of the meeting. During the full CoC meeting, the vote will be taken and a simple majority of the total number of members in attendance will determine the result of the vote.

- Changed this to one week from two because the agenda setting meeting is typically held exactly two weeks before the full CoC meeting, so this left no time for additional revisions to the agenda if needed (pg 15):

The agenda for full CoC meetings will be posted to the CoC's website (pennsylvaniacoc.org) at least one week prior to each meeting.

- The process for the selection of board members to act on behalf of the CoC is included in the Governance Charter and is adopted by the full CoC. This process is reviewed annually and updated and approved by the larger CoC membership at least once every five (5) years.- REMOVE this sentence because the charter already indicates that the entire charter is reviewed annually and this process is part of the charter. No need for this extra step. (pg 16)

- Add this because currently no reference to the HMIS MOU (pg 17):
CoC Board will ensure HMIS operates as per the MOU with the HMIS Lead Agency.

- REMOVE because we changed the duties when we revised the HMIS Lead MOU (pg 17)

The HMIS Lead Agency, in consultation with the CoC Board and the System Performance Committee, will:

- o Select a single HMIS for the geographic area;

- Create and update at least annually an HMIS Governance Charter;
 - Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS;
 - Ensure the HMIS is administered in compliance with requirements prescribed by HUD; and
 - Track participation of recipients and sub-recipients of CoC and ESG funding in the HMIS.
- Added this to reflect actual practice (pg 19):
 - For an existing committee, the committee members will nominate a chair/co-chair and present that nomination to the Board for a final vote.
 - Further defined non-conflicted (same as at the beginning of the charter): (pg 20)
Due to the regulatory requirement that this committee be comprised of representatives that do not receive CoC funding (established in 24 CFR Part 578), the Funding Committee is comprised of a combination of non-conflicted Board members (those who do not receive CoC funding) and other non-conflicted individuals appointed by the Board.
A person is considered to be non-conflicted if they do not work for an organization that receives CoC or ESG funding or have not worked for an organization that receives CoC or ESG funding within one year.
 - Added this requirement (pg 20):
 - Members of the Funding Committee are required to sign the Conflict of Interest form when they join the committee and annually thereafter.
 - Added Belonging to the title (pg 22):
Diversity, Equity, Inclusion and Belonging Committee
The Diversity, Equity, Inclusion and Belonging (DEIB)
 - Removed this to reflect actual practice (pg 22):
 - The System Performance Committee is chaired by a representative of the HMIS Lead Agency- REMOVE
 - Changed the responsibilities to reflect the change discussed with the creation of the HMIS Advisory Board (pg 22):
The primary responsibility of the System Performance Committee is to monitor CoC system performance measures and recommend action for improvement when necessary.
 - Added the DV Committee that the Board recently voted to create:
 - DV Committee- Focuses on addressing the needs of people who are victims of domestic violence
 - Changed this section to remove reference to NW RHAB and to reflect actual roles and duties (pg 23)

Regional Housing Committees

Due to its expansive size, the CoC has maintained its regional structure with some functions of the CoC carried out by the **NW Housing Coalition and the SW RHAB**.

Each regional housing committee maintains its own unique structure and operations but do share common responsibilities.

- Providing input for the prioritization of the region's needs, including recommendations to the CoC Board for CoC funding and to state and local government ESG recipients for allocating ESG funds;
- Identifying additional resources available for homeless households, as well as gaps in supports and services; and
- Developing recommendations for funding allocation to submit to the Funding Committee for consideration. The regional housing committees are not required to do this but have the right to if they so choose.
- Functioning as an intermediary with the Local Housing Options Teams (LHOTs) and local housing coalitions to bring local issues to the forefront of the full Continuum.

In the Conflict of Interest policy, we are removing that all leaders of committees and workgroups have to sign the conflict of interest to reflect actual practice.

- **SECTION 2 –PERSONS CONCERNED**

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- This statement is directed not only to directors and officers, but to all Western PA CoC members who can influence the actions of the Western PA CoC. For example, this would include all who make procurement or funding decisions, including all members of the Funding Committee, **leaders of committees and workgroups associated with the Western PA CoC (REMOVE)**, all persons who might be described as "management personnel" and anyone who has proprietary information concerning the Western PA CoC.

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