

Eastern PA CoC Committee Descriptions

Executive Committee (populated by CoC Officers)

Purpose: *To provide support to the Collaborative Applicant; transact board business in an emergency or in-between meetings of the full board*

1. Identify and ensure an annual agenda of board work is completed in line with the CoC's strategic objectives. Recommend and prioritize agenda topics for regular board and full CoC meetings.
2. Act as liaison to the Collaborative Applicant.
3. Help to develop and identify strategic issues for CoC board of directors to address. Plan and coordinate CoC engagement around strategic issues. Recommend creation of ad hoc committees to support strategic initiatives as appropriate.
4. Handle urgent issues.
5. Assess reports of conflict of interest and recommend action.
6. Assess reported issues of non-compliance against CoC-funded organizations and recommend action.
7. Resolve board member conflicts of interest (although this should also go in the job description of the Governance and Policy Committee – Deb Thompson)

Committee Focus to Support Strategic Plan:

- Assess roles and define responsibilities
- Create and update the "agenda of work" for each committee based on the strategic plan
- Conduct performance evaluation of the Collaborative Applicant

Recruitment Plan:

- None
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Governance and Policy

Purpose: To develop and monitor the effectiveness of the board; to revise policies as needed and advocate for resources necessary to support the mission.

1. Help create board roles and responsibilities
2. Pay attention to board composition and present a slate of candidates to fill board positions
3. Encourage board development
4. Assess board effectiveness
5. Prepare board leadership
6. Review and Revise the Governance Charter and all CoC policies and procedures at least annually and as necessary
7. In coordination with the RHABs, engages, collaborates and develops partnerships with other people, agencies and systems needed to implement and sustain the goals of the CoC, including advocating for resources
8. Helps to resolve board member conflicts.
9. Develop and revise MOUs for approval by the board.

Committee Focus to Support Strategic Plan:

- Re-design the Eastern PA CoC Committee/Sub-committee structure where needed
- Assess board and committee membership and participation and help to identify and recruit members to the RHABs and Committees
- Review policies and the governance charter on an annual basis
- Conduct board performance evaluation annually

Recruitment Plan:

- Board Members
 - Collaborative Applicant
 - Immediate past president of board
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Data Management Committee

Purpose: Ensure that the CoC meets its obligations related to the HMIS

1. Conduct and coordinate research into the characteristics and needs of homeless or at risk of homelessness households
2. Review the availability of housing and services, conducts gaps analyses, provide data to the CoC to encourage potential areas of change or improvement
3. Oversee all data collection and use of data within the CoC, including but not limited to ensuring compliance with HMIS regulations and compliance with the CoC's HMIS Governance Charter, recommending changes to the board as necessary.
4. Maintain a system for tracking CoC-wide outcomes, project performance and tracking progress toward meeting HUD goals.
 - Ensure progress in meeting HUD's performance goals
5. Coordinate and follow up on the tasks associated with the Eastern CoC Monitoring Plan.
6. Provide requested data to other committees as necessary, such as preparing for the annual application to HUD.

Committee Focus to Support Strategic Plan:

- assess housing supply/ needs
- leverage data collection efforts related to Coordinated Entry
- determine gaps in the system and if target goals are being met for the CoC
- develop and implement data reporting and monitoring processes to ensure that performance targets and goals are met

Skills sets:

- data analytics,
- knowledge of COC and HMIS systems
- understanding of data systems security and privacy
- representation for CoC stakeholder groups (CE, shelter, RRH, PSH, PLE)
- representation from external partners with comparable data systems

Recruitment targets:

- University systems with data analytics programs (Penn State, Temple, Moravian)
 - Health Care systems
 - PHAs
 - Workforce
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HMIS Governance Committee

Purpose: Ensure that the CoC meets its obligations related to HMIS responsibilities

1. Review and updates the HMIS Governance Charter as needed.
2. Review and update privacy and security plan, policies and procedures, operational agreements, and MOUs as needed.

3. Evaluate HMIS Vendor and HMIS Lead Agency
4. Develop a training and funding plan to expand HMIS capacity
5. Ensure consistent participation of recipients and subrecipients in PA-HMIS
6. Ensure PA-HMIS is administered in compliance with requirements prescribed by HUD

Committee Focus to Support Strategic Plan:

- increase provider participation in HMIS
- identify opportunities to expand data sharing

Skills sets:

- knowledge of COC and HMIS systems
- understanding of data systems security and privacy
- TBD

Recruitment targets:

- TBD
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Funding Committee

Purpose: To coordinate the annual project selection process, which includes the ranking of existing and new project scoring

1. coordinate the annual project selection process, which includes the ranking of existing and new projects scoring. In this capacity, it reviews all documents from the previous funding round; sets a schedule and timeline for the current funding round; develops and edits forms for new project and renewal evaluations; develops ranking criteria; collaborates with the Data Management Outcomes Committee, as necessary; and provides ranking reports to the CoC.
2. in order to increase CoC-wide performance, the committee ensures the strategic use of HUD funds and develop new resources,
3. develop the CoC's reallocation strategy for recommendation to the Board. This includes setting policy to make any funding cuts or allocate new resources, based on the NOFO for the Continuum of Care.
4. research and, if appropriate, recommend other funding sources that present opportunities consistent with the CoC's objectives.

Committee Focus to Support Strategic Plan:

- Enhance internal communication
- Monitor progress in achieving goals
- Develop communications structure to allow for improved information sharing and coordination
- Coordinate the annual project selection process
- Assess funding opportunities that can help the CoC advance the strategic plan
- Engage with other systems to align resources

Skills sets:

- data analytics,
- knowledge of COC and best practices in homeless services
- proposal review and ranking experience
- representation from external partners with comparable processes
- representation from non-conflicted CoC stakeholder groups

Recruitment targets:

- Grantmaking entities (foundations, banks, etc.)
 - Health care systems
 - Public Housing Agencies (PHA)
 - Persons with Lived Experience (PLE)
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Coordinated Entry Committee

Purpose: Establish and oversee a coordinated entry system

1. In consultation with the recipients of CoC funds, research and recommend a coordinated entry system, which must be approved by the CoC board.
 - o Coordinated entry system planning, budgeting, policies and procedures, selection of operational partners, training, evaluation and oversight.
 - o Solicit input from service providers, funders, community partners and consumers to ensure its recommendations are inclusive of diverse voices
 - o Submits all CES policies to governing board for approval
2. Oversee the Coordinated Entry system's operation and monitor/modify to the process as needed.

Committee Focus to Support Strategic Plan:

- increase coordination of homeless prevention resources
- continue implementation of the CoC's coordinated entry system
- ensure coordination of street outreach within the CoC

Skills sets:

- data analytics
- knowledge of CoC and HMIS systems
- Understanding of best practices re CoC end user groups (CE, shelter, RRH, PSH, PLE)
- representation from external partners with comparable data systems

Recruitment targets:

- CoC end user groups (CE, shelter, RRH, PSH, PLE)
 - DV providers
 - Veteran providers
 - Public Health Bureau
 - PHAs
 - Workforce
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Veterans Committee

Purpose: Ensure that CoC programs meet the needs of target populations

1. Ensure adequate participation within the CoC from organizations serving the target population(s).
2. Make recommendations for the adoption of CoC-wide policies and procedures that will lead to more effective services being delivered to the committee's target population(s) within the geographic area.
 - a. Conduct community planning
 - b. Manage the PA-HMIS integrated veterans' byname master list
 - c. Foster connections for permanent housing for veterans

3. Advise the board on industry trends and strategic challenges relating to the mission of the CoC, and assess community need for programs and services related to the target population(s).
 4. Ensure that programs are developed and implemented that meet the needs of the community and achieve desired outcomes
 5. Identify key indicators for measuring the quality and success of programs
 6. Track program indicators
- Plan and implement strategies to increase awareness and participation in programs

Committee Focus to Support Strategic Plan:

- Expand Housing First and low barrier access to homeless assistance
- Evaluate and improve discharge planning
- Implement diversion programs
- Advocate for homeless preferences
- Identify/develop housing champions
- Engage with landlords
- Preserve affordable housing options
- Support inclusionary housing and zoning policies
- Address barriers to obtaining and maintaining employment
- Work with local employers to expand employment opportunities

Skills sets:

- data analytics
- knowledge of COC, as well as HMIS and comparable systems
- understanding of best practices from CoC end user groups (CE, shelter, RRH, PSH, PLE)
- representation from external partners with comparable data systems
- experience working with veteran population

Recruitment targets:

- Veteran providers
- CoC end user groups (CE, shelter, RRH, PSH, PLE)
- Grantmaking entities
- Health providers
- Workforce

The Diversity, Equity, and Inclusion (DEI)

Purpose: Lead the CoC's efforts to address inequality and advance equity through ongoing evaluation of the homeless assistance system's program models (outreach, emergency shelter, transitional housing, joint transitional housing, rapid re-housing, and permanent supportive housing) and processes (access, assessment, and referral to housing programs) to ensure access to the system and system outcomes are equitable. The Committee will make recommendations to improve the system on an ongoing basis.

- Actualize the Board's vision that homeless assistance is provided in a fair and equitable manner such that no one's identity is a predictor for receiving homeless assistance or achieving positive outcomes such as acquiring and maintaining permanent housing while participating in homeless assistance programs
- Work collaboratively through an intentional, ongoing process to develop the CoC's Diversity, Equity, and Inclusion Framework

- Inform and/or support ongoing evaluation activities by recommending questions the CoC should seek to answer and the types of information the CoC should gather and analyze to answer those questions, with a particular emphasis on gathering qualitative information using surveys, interviews, or focus groups with people participating in the homeless assistance system and homeless service providers as this information will help the CoC contextualize and better understand what needs to be done to advance equity.

Recruitment plan:

- None at moment. Committee is closed and in formation
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Domestic Violence Committee Description

1. Community Planning – this would include CoC resource development outside of funding, integration and coordination with mainstream providers, development of strategic goals to end DV Homelessness (USICH Family Homelessness Benchmarks)
2. Funding Strategy – this would include continual identification of regional needs and strategy regarding project types to assure that the entire CoC is benefiting from DV dedicated housing options
3. System Workflow – this would include CE and mainstream provider engagement; alignment, and quality of data (both in CE and in programs)
4. Technical Assistance – this would include recommendation of best practice for DV survivors

Skills sets:

- Knowledge of DV services and best practices
- data analytics
- knowledge of COC, as well as HMIS and comparable systems
- understanding of best practices from CoC end user groups (CE, shelter, RRH, PSH, PLE)
- representation from external partners with comparable data systems

Recruitment targets:

- DV providers
- CoC end user groups (CE, shelter, RRH, PSH, PLE)
- Grantmaking entities
- Health providers