

---

# **TAMPA/HILLSBOROUGH COUNTY CONTINUUM OF CARE**

## **GOVERNANCE CHARTER**

---

# CONTENTS

**ARTICLE I: NAME AND GEOGRAPHIC AREA..... 4**

**ARTICLE II: MISSION..... 4**

**ARTICLE III: COC LEAD AGENCY/COLLABORATIVE APPLICANT ..... 4**

**ARTICLE IV: HMIS LEAD AGENCY..... 4**

**ARTICLE V: THHI BOARD OF DIRECTORS.....5**

**ARTICLE VI: THHI REVIEW BOARD .....5**

**ARTICLE VII: COC MEMBERSHIP.....6**

SECTION 1: QUALIFICATIONS .....6

SECTION 2: MEMBERSHIP STATUS .....6

SECTION 3: VOTING PRIVILEGES AND DELEGATES.....6

SECTION 4: APPROVAL OF MEMBERS .....7

SECTION 5: WITHDRAWAL OF MEMBERS .....7

SECTION 6: REMOVAL OF MEMBERS .....7

SECTION 7: APPEALS .....7

SECTION 8: INDIVIDUALS .....8

**ARTICLE VIII: OFFICERS ..... 8**

SECTION 1: TITLES AND DUTIES .....8

CHAIR.....8

VICE CHAIR.....8

SECRETARY.....8

SECTION 2: QUALIFICATIONS.....9

SECTION 3: TERMS OF OFFICE.....9

SECTION 4: NOMINATION AND ELECTION .....9

SECTION 5: RESIGNATION .....9

SECTION 6: VACANCIES.....9

**ARTICLE IX: EXECUTIVE PLANNING COMMITTEE .....9**

SECTION 1: POWERS .....9

SECTION 2: NUMBER AND QUALIFICATIONS ..... 10

SECTION 3: TERMS OF OFFICE..... 10

SECTION 4: NOMINATION AND ELECTION OF AT-LARGE MEMBERS ..... 10

SECTION 5: SELECTION OF REPRESENTATIVES FROM STANDING COMMITTEES ..... 10

SECTION 6: RESIGNATION ..... 11

SECTION 7: VACANCIES ..... 11

SECTION 8: REMOVAL OF OFFICERS AND DIRECTORS ..... 11

SECTION 9: APPEALS ..... 11

SECTION 10: VOTING ..... 11

**ARTICLE X: MEETINGS..... 12**

SECTION 1: GENERAL MEETINGS ..... 12

SECTION 2: EXECUTIVE PLANNING COMMITTEE MEETINGS ..... 12

SECTION 3: EXECUTIVE SESSION..... 12

SECTION 4: SPECIAL MEETINGS ..... 12

SECTION 5: NOTIFICATION OF MEETINGS ..... 12

SECTION 6: QUORUM..... 13

SECTION 7: PARLIAMENTARY PROCEDURE..... 13

**ARTICLE XI: COMMITTEES ..... 13**

SECTION 1: STANDING COMMITTEES AND DUTIES ..... 13

OUTREACH COMMITTEE.....13

CONSUMER ADVISORY COMMITTEE .....13

SERVICE DELIVERY COMMITTEE.....13

RANKING AND REVIEW COMMITTEE.....13

UNITY ADVISORY COMMITTEE..... 14

COORDINATED ENTRY COMMITTEE ..... 14

SECTION 2: SELECTION AND TERMS ..... 14

SECTION 3: SUBCOMMITTEES ..... 14

UNACCOMPANIED YOUTH COMMITTEE .....15

PIT COUNT LEAD COMMITTEE .....15

SECTION 4: AD HOC COMMITTEES ..... 15

**ARTICLE XII: CODE OF CONDUCT ..... 15**

SECTION 1: PROCUREMENT ..... 15

SECTION 2: CONFLICT OF INTEREST AND RECUSAL..... 15

SECTION 3: NONDISCRIMINATION ..... 16

**ARTICLE XIII: COC GRIEVANCE PROCESS..... 16**

**ARTICLE XIV: AMENDMENTS..... 16**

**ATTACHMENTS..... 16**

**CERTIFICATION OF RATIFICATION ..... 17**

## GOVERNANCE CHARTER

24 CFR 578.7(A) (5)

### **ARTICLE I: Name and Geographic Area**

The name of the Continuum of Care shall be the **Tampa/Hillsborough County Continuum of Care**, hereinafter referred to as the Tampa/Hillsborough County CoC. It will serve all areas of Hillsborough County, Florida including the City of Tampa, Plant City, Temple Terrace and unincorporated areas of Hillsborough County.

### **ARTICLE II: Mission**

The Tampa/Hillsborough County CoC commits itself to effectively ending homelessness, which means to have a systematic response in place that ensures homelessness is prevented whenever possible or is otherwise a rare, brief, and nonrecurring experience.

The Tampa/Hillsborough County CoC is a broad based partnership established to prevent and end homelessness within our community. Through a multi-sector collaboration and interagency coordination, the Tampa/Hillsborough County CoC will provide those experiencing homelessness, or at imminent risk of homelessness, with efficient and effective services, and help them obtain or maintain permanent affordable housing. The Tampa/Hillsborough County CoC shall serve in an advisory capacity to the designated CoC Lead Agency and its Board of Directors.

### **ARTICLE III: CoC Lead Agency/Collaborative Applicant**

In 1986 the Tampa Hillsborough Homeless Initiative, Inc., hereinafter referred to as THHI, was established, recognized and designated by the state of Florida, in consultation with the local homeless coalitions and the Florida offices of the U.S. Department of Housing and Urban Development (HUD), to serve as the CoC Lead agency on homeless issues. THHI was later designated as the Collaborative Applicant for the Tampa/Hillsborough County CoC for the purposes of HUD's annual CoC program competition. For more information on the role and duties of a CoC Lead Agency see HUD regulations: *24 CFR 578 and Florida Statutes: Chapter 420.623 – 624.*

As the Collaborative Applicant, THHI confronts the challenges to tackling homelessness by creating and maintaining strategic synergistic relationships with federal, state, local and private entities, through the utilization of metric-informed strategy, and through the implementation of best practices across the Continuum of Care. For more information on the role and duties of a Collaborative Applicant see HUD regulations: *24 CFR 578 of Interim Rule page 45425.*

### **ARTICLE IV: Homeless Management Information Systems (HMIS) Lead Agency**

THHI is also the designated Tampa/Hillsborough County CoC HMIS Lead Agency and is responsible for ensuring that the Tampa/Hillsborough County CoC HMIS is administered in accordance with the

HEARTH Act, with regulations and notices promulgated pursuant to the HEARTH Act, and with other applicable federal, state and local laws and ordinances.

The Tampa/Hillsborough County CoC and the Tampa Hillsborough Homeless Initiative have adopted the UNITY Information Network Standard Operating Procedures, which were developed and recommended by the UNITY Advisory Committee, to be the governing documents for the Tampa/Hillsborough County CoC Homeless Management Information System (HMIS) known as UNITY.

The Tampa/Hillsborough County CoC utilizes Bowman System's ServicePoint as the official Homeless Management Information Systems database software for the Tampa/Hillsborough County CoC.

For more information on the role and duties of a CoC HMIS Lead Agency see HUD regulations: 24 CFR Part 578.3 of Interim Rule page 45444.

#### **ARTICLE V: THHI Board of Directors**

THHI's Board of Directors will serve as the final decision making body for approval of CoC recommendations from the Executive Planning Committee, to include strategies, project priority rankings, and needed resources.

Except for those responsibilities assigned to the Tampa/Hillsborough County CoC in Article XI, the Board will act on behalf of the Tampa/Hillsborough County CoC to fulfill the regulatory duties of a continuum of care as set forth in 24 CFR 578, or as otherwise articulated by HUD. Along with the CoC Executive Planning Committee, the Board will be responsible for approving the implementation of all CoC policies and procedures and the Tampa/Hillsborough County CoC Strategic Plan.

#### **ARTICLE VI: THHI Review Board**

As a committee under the THHI's Board of Directors, the THHI Review Board reviews the scoring results from both the CoC Ranking and Review Committee and the CoC Membership and makes a recommendations to the THHI Board of Directors related to all funding opportunities available through THHI. This includes utilizing approved ranking directives set by the THHI Board of Directors, HUD's scoring criteria, priorities, guidelines, and regulations, and/or other directives set forth by a specific funder to develop a recommended Project Priority List for all Request for Proposal Application processes, which includes the HUD CoC Competition, to ensure the application(s) submitted for/to the Tampa/Hillsborough County CoC are as competitive as possible. Recommended Project Priority Listing would be submitted to the THHI's Board of Directors for final approval.

## **ARTICLE VII: CoC Membership**

### **Section 1: Qualifications**

Membership in the Tampa/Hillsborough County CoC is open to any organization – nonprofit, for profit, or governmental entity – committed to ending homelessness or assisting people who are homeless or at-risk of becoming homeless within the Tampa/Hillsborough County area.

### **Section 2: Membership Status**

To be considered an active member of the Tampa/Hillsborough CoC, the member organization must meet these thresholds: participation by authorized representatives in a minimum of 80 percent of general (monthly) meetings; have at least one agency designated participant as a voting member of one of the CoC's eight (8) standing/sub-committees, with that person (or designated alternate) attending at least 80 percent of their respective committee meetings. Failure to meet participation thresholds will result in forfeiture of an organizations CoC active status. The minimum participation threshold is not applicable to funders of the CoC.

The membership year, for determining 80 percent participation shall be January 1 to December 31 and active status will be based on the most recently ended calendar year, beginning January 1, 2017. Until January 1, 2017, 80 percent attendance will be based on the previous, rolling, 12 month period.

The receipt of planning funds from HUD has, for the time being, eliminated the need for collecting membership dues. Therefore, organizational members of the CoC must meet the above minimum participation thresholds by designated, authorized representatives in order to maintain their membership active status.

### **Section 3: Voting Privileges and Delegates**

Only active member organization will have voting privileges. Active Members of the CoC are able to vote for the seven (7) Executive Planning Committee at-large members and on key policy issues and receive additional points when competing for new or renewal funding (for active CoC participation as detailed below). Active CoC Committee Members are able to vote for the Chairs of their CoC Committees.

Each member organization shall be entitled to an unlimited number of participants; however each member organization shall authorize one official representative and one alternate, of which one must be functioning as an executive or managerial level within the member organization, for the purposes of voting on behalf of the member organization, with only one vote per member organization. If two member organizations are closely linked but organized as separate non-profit organizations for IRS tax purposes (e.g. The Salvation Army and The Salvation Army Adult Rehabilitation Center (ARC) then each such organization is entitled to its own membership and vote.

Persons with lived homelessness experience may have multiple alternates. The inclusion of additional alternates for persons with lived homelessness experience reflects the CoC's commitment to promoting meaningful participation for persons with lived homelessness experience. For the purposes of voting, the Consumer Advisory Committee, as described below, shall be treated as a "member organization" and collectively shall have one vote. The chair of the Consumer Advisory Committee shall be the designated represented for purpose of voting, however this committee may select one designated alternate should the chair be unable to attend a vote.

#### **Section 4: Approval of Members**

Applications for membership shall be submitted, using the CoC membership form, to THHI, the CoC lead agency at info@THHI.org, and are subject to approval by a majority vote of the Executive Planning Committee. Each member organization must serve on at least one of the eight CoC standing / subcommittees.

Annually each member organization shall verify its membership information by November 30th, by submitting the CoC's membership form to info@THHI.org indicating changes or no changes.

#### **Section 5: Withdrawal of Members**

A member organization may withdraw from the Tampa/Hillsborough County CoC at any time by submitting a letter of withdrawal to THHI, the CoC lead agency at info@THHI.org. Withdrawal from the CoC will also end the organization's active membership status even if they had achieved the required threshold in the previous calendar year. Re-entry into the CoC membership will be allowed after a positive review of the member seeking agency by the Executive Planning Committee has been executed.

#### **Section 6: Removal of Members**

Any member organization may be removed from the Tampa/Hillsborough County CoC, with or without cause, by a two-thirds majority of the Executive Planning Committee. Removal is effective only if it occurs at a meeting called for that purpose. Notice must be sent to all Executive Planning Committee members stating that the proposed removal is a purpose of the meeting. A representative of the organization recommended for removal shall have the opportunity to speak on its behalf prior to a vote of the Executive Planning Committee. The Executive Planning Committee may deliberate without the representative of the organization recommended for removal present prior to the vote of the Executive Planning Committee.

Re-entry into the CoC membership will be allowed by two-thirds majority vote of the Executive Planning Committee. Executive Planning Committee may require a "Corrective Action Plan" be prepared, agreed upon and executed prior to re-entry. Time limits should be set for creation of CAP, approval of CAP by EPC and review of executed CAP by EPC within 30-45 days of request by member seeking agency.

**Section 7: Appeal**

Any recommendation to remove or revoke an organization's membership from the Tampa/Hillsborough County CoC by its membership will be accompanied by an explanation of the reasons for the recommendation and of the organization's right to an appeal.

Any organization that chooses to exercise its right to an appeal must do so in writing within 30 days of the removal recommendation to the CoC Chair/CEO of THHI for review by THHI's Board of Directors. The Board will provide their decision in writing within 15 days.

**Section 8: Individuals**

Individual persons may attend meetings, participate in discussions at all CoC meetings, including committees, but they shall not be considered CoC members or have voting privileges, unless representing a member organization.

**ARTICLE VIII: Officers****Section 1: Titles and Duties**

The Tampa/Hillsborough County CoC shall have the following officers: Chair, Vice Chair, and Secretary. The duties of each officer shall be as follows:

Chair

The Chair shall convene and preside at all meetings of the Executive Planning Committee and the general (monthly) CoC meeting. The Chair shall serve as an ex-officio member of all committees, and shall perform such duties incident to the office of Chair. The CEO of THHI will serve as the Chair of the Tampa/Hillsborough County CoC and Executive Planning Committee.

Vice Chair

The Vice Chair shall be a member of the Executive Planning Committee and preside at meetings of the Tampa/Hillsborough County CoC in the absence of the Chair, and shall serve in the role of the Chair in case of the resignation or dismissal of the Chair until a new Chair is instated. The Vice Chair shall perform such duties incident to the office of Vice Chair and such other duties as may be assigned by the Executive Planning Committee.

Secretary

The Secretary shall prepare meeting agendas in consultation with the Chair, notify, either directly or by cause, members of all meetings, record and maintain all votes and the minutes of the meetings of the Tampa/Hillsborough County CoC, distribute, either directly or by cause, minutes of previous meetings, maintain a current membership roster and list of authorized delegates, and maintain the records and office of the Tampa/Hillsborough County CoC. The Secretary shall perform such duties incident to the office of Secretary and such other duties as may be assigned by the Executive Planning Committee.



**Section 2: Qualifications**

The CoC Vice Chair and shall be a member of the Executive Planning Committee and shall be selected by a majority vote of the Executive Planning Committee members. The position of Secretary shall be filled by appointment by the CEO of THHI.

**Section 3: Terms of Office**

The Chair, being the CEO of the THHI, shall serve in this capacity for as long as the person is the CEO of THHI. The Vice Chair, as a member of the Executive Planning Committee will serve a 2-year term and will rotate between a being a representative from the private and public sectors. Persons in these offices may be re-elected to the same office; however, no person may serve in the same office for more than three consecutive full terms. The Secretary shall serve at the pleasure of the CEO of THHI.

**Section 4: Nomination and Election**

In November of each year, the Executive Planning Committee shall present a slate of candidates for the Vice Chair position of the committee for the coming term. This position shall be elected at a regularly scheduled meeting during December of the same year and take office on the first day of the month immediately following their election. At this meeting, additional nominations may be made from the floor by any member organization. Such nominations require a second from a member organization. No persons may be nominated unless such person has agreed to serve in the position if elected. The Executive Planning Committee will submit a list of candidates to the CEO of the THHI for the first Vice Chair of the Tampa/Hillsborough County CoC. The CEO of the THHI will select and appoint the first Vice Chair of the Tampa/Hillsborough County CoC.

**Section 5: Resignation**

An officer may resign at any time by submitting a letter of resignation to the Chair and copy the Executive Planning Committee.

**Section 6: Vacancies**

Vacancies in the offices of Vice Chair and Parliamentarian shall be filled by election from the membership according to the process detailed in Article VIII - Section 4.

**ARTICLE IX: Executive Planning Committee****Section 1: Powers**

The Executive Planning Committee of the CoC shall administer the goals and objectives of the CoC as set forth by its mission statement to include reviewing community-wide policies, planning of activities, identifying key stakeholders, expanding and maintaining active and diverse membership, and identifying additional resources necessary to address homelessness within the Tampa/Hillsborough County CoC in alignment with the community strategy and federal, state and local regulations. All recommendations made by the CoC Standing Committees are vetted by the CoC Executive Planning Committee and then forwarded to THHI's Board for final determination of implementation approval.

**Section 2: Number and Qualifications**

The CoC Executive Planning Committee shall be 15 in number, consisting of the CoC Chair, CoC Vice Chair (selected from the Executive Planning Committee), the remaining seven committee chairs, which would include a person that is experiencing homelessness or was formerly homeless (Consumer Advisory Committee Chair) and seven (7) At-Large members (representatives of organizations that do not deal directly with homelessness). The Secretary (THHI) shall serve the Executive Planning Committee but shall not be considered a member or have voting privileges.

**Section 3: Terms of Office**

Executive Planning Committee members will serve two year terms commencing January 2017. Representatives from Standing Committees may represent the private or public sector. Representatives shall be elected at a regularly scheduled CoC general meeting during December of the same year and take office on the first day of the month immediately following their election. Additional nominations may be made from the floor by any member organization of said Committee. Such nominations require a second from a Committee member. No persons may be nominated unless such person has agreed to serve in the office if elected. Except for the Secretary, no person may serve on the Board more than two consecutive full terms.

**Section 4: Nomination and Election of At-Large Members**

In November of each year, the Executive Planning Committee shall present a slate of candidates (representatives of organizations that do not deal directly with homelessness) for the at-large positions of the committee. These positions shall be elected at a regularly scheduled meeting during December of the same year and take office on the first day of the month immediately following their election. At this meeting, additional nominations may be made from the floor by any member organization. Such nominations require a second from a member organization. No persons may be nominated unless such person has agreed to serve in the position if elected. The Executive Planning Committee will submit a list of candidates to the CEO of the Tampa Hillsborough Homeless Initiative (CoC Lead Agency) for the first At-Large Members of the Tampa/Hillsborough County CoC. The CEO of the Tampa Hillsborough Homeless Initiative will select and appoint the first At-Large Members of the Tampa/Hillsborough County CoC. Upon initial appointment, the At-Large Members will serve for 2 years. At-Large Members may continue to serve continuous years contingent on being nominated and re-elected.

**Section 5: Selection of Representatives from Standing Committees**

Each Standing Committee shall elect a Chairperson to represent said Committee on the Executive Planning Committee at the time when the position on the Executive Planning Committee is open.

**Section 6: Resignation**

An officer may resign at any time by submitting a letter of resignation to the Chair of the Executive Planning Committee.

**Section 7: Vacancies**

Vacancies in at-large positions on the Executive Planning Committee shall be filled by election from the membership. Vacancies in representatives of Standing Committees shall be filled by selection by the respective committee.

**Section 8: Removal of Officers and Directors**

The Vice Chair, or any member of the Executive Planning Committee except the Chair, may be removed from office, with or without cause, by a two-thirds majority of the remaining Executive Planning Committee. Each Standing Committee may request removal of its representative from the Executive Planning Committee by submitting a letter to the Chair of the Executive Planning Committee. Removal is effective only if it occurs at a meeting called for that purpose. Notice must be sent to all Executive Planning Committee members stating that the proposed removal is a purpose of the meeting. The person recommended for removal shall have the opportunity to speak on his/her behalf prior to a vote of the Executive Planning Committee. The Executive Planning Committee may deliberate with the person recommended for removal present prior to the vote of the Executive Planning Committee. The Executive Planning Committee must submit its recommendation for removal to the CEO of the Tampa Hillsborough Homeless Initiative for final approval of the removal.

**Section 7: Appeal**

Any recommendation to remove or revoke the Vice Chair, or any member of the Executive Planning Committee except the Chair, maybe accompanied by an explanation of the reasons for the recommendation and of the member's right to an appeal.

Any committee member that chooses to exercise their right to an appeal must do so in writing within 30 days of the removal recommendation to the CoC Chair for review by THHI's Board of Directors. The Board will provide their decision in writing within 15 days.

**Section 9: Voting**

All official votes of the Executive Planning Committee may be completed during in-person and conference call meetings. In such situations that require a vote before the next in person meeting, electronic voting may be utilized. In situations that necessitate an electronic vote, a response rate of equal to a meeting quorum must be received and the vote of the majority those responding shall prevail. All meetings should be noticed by a minimum of 72 hours.

**ARTICLE X: Meetings****Section 1: General Meetings**

The general meetings will focus on CoC training, committee reporting, and technical assistance for member agencies. The Tampa/Hillsborough County CoC shall meet no less than twelve (12) times per year to conduct a general meeting. At the beginning of each year the Executive Planning Committee shall establish a schedule of dates and times for regular meetings, and the Secretary

shall distribute this schedule to all members. The Executive Planning Committee shall determine the place for each meeting at least one month prior to the meeting. The Tampa/Hillsborough County CoC may conduct any business at a regular meeting, whether or not such business is on the agenda.

### **Section 2: Executive Planning Committee Meetings**

The Executive Planning Committee shall meet at least six times per year. The Executive Planning Committee shall determine the place for each meeting. The Executive Planning Committee may conduct any business at a regular meeting, whether or not such business is on the agenda, except for the removal of officers, CoC member organizations, or members of the Executive Planning Committee. The Executive Planning Committee meetings will focus on:

- Organizing an annual continuum of care planning process
- Collecting needs data and inventory system capacity
- Determining and prioritizing gaps in the continuum of care homeless system
- Developing short- and long-terms strategies with an action plan
- Implementing the action steps for the continuum of care strategic plan.
- Review the policies and procedures of the various committees
- Identify key stakeholders for active membership within the Tampa/Hillsborough County CoC

### **Section 3: Executive Session**

The Executive Planning Committee may meet in executive session to discuss confidential or sensitive matters. The Executive Planning Committee shall report all decisions made at such meetings to the membership but shall not be required to report the discussions or factors leading to its decisions.

### **Section 4: Special Meetings**

Special meetings of the Tampa/Hillsborough County CoC or the Executive Planning Committee may be called by the Chair or by one-third of the members of the Executive Planning Committee. The person(s) calling the meeting shall state the purpose(s) for which the meeting is to be called. Business at any special meeting is limited to the purpose(s) for which the meeting is called, and no other business of any nature may be conducted. Notice of the special meeting should be at least 48 hours.

### **Section 5: Notification of Meetings**

The Lead Agency shall provide notification to all authorized delegates of all meetings, regular and special. Such notification must be given at least two business days prior to the meeting. Notification may be by letter, telephone, facsimile, electronic or personal communication. The notification must clearly state the date, time and place of the meeting. In the case of special meetings, the notification must additionally state the purpose(s) for which the meeting is being called.

**Section 6: Quorum**

The presence of a simple majority of the member organizations shall be a quorum and sufficient to conduct business at any general meeting of the Tampa/Hillsborough County CoC. The presence of two-thirds of the Executive Planning Committee shall be a quorum and sufficient to conduct business at any meeting of the Executive Planning Committee.

**Section 7: Parliamentary Procedure**

The latest revised edition of Robert's Rules of Order shall prevail at all meetings except where contrary to the governance charter or any standing rule.

**ARTICLE XI: Committees****Section 1: Standing Committees and Duties**

The Tampa/Hillsborough County CoC shall have eight Standing Committees:

Outreach Committee

The Outreach Committee shall work to identify and provide street outreach services to homeless individuals and families. The committee also works to identify and invite homeless and formally homeless individuals as representation on the Consumer Advisory Committee. A subcommittee under this Standing Committee shall be: Point-In-Time Committee as detailed in Article XI, Section 3.

Consumer Advisory Committee

The Consumer Advisory Committee shall be comprised entirely of homeless and formerly homeless persons. They will identify and quantify the needs of the CoC population and make recommendations, as appropriate, to the Service Delivery Committee and CoC Lead Agency. As provided in Article VII, Section 2, the Consumer Advisory Committee shall be entitled to one vote.

Service Delivery Committee

The Service Delivery Committee shall review available CoC services, identify gaps within the system, evaluate the effectiveness of service delivery methods, and provide recommendations for CoC improvements to the Executive Planning Committee. Subcommittees under this Standing Committee shall be: Unaccompanied Youth Committee as detailed in Article XI, Section 3.

Ranking and Review Committee

The Ranking and Review Committee shall establish performance measurements (work with UNITY Advisory Committee for HMIS implementation) and review the performance of organizations that are receiving funds, evaluate grant applications by conducting an *objective review* (based on performance measurements) and determine the ranking and scoring of each proposal, and provide recommendations to THHI Board of Directors.

UNITY Advisory Committee

The UNITY Advisory Committee's purpose is to provide guidance and oversight on the UNITY Information Network (Homeless Management Information System – HMIS) activity. The committee focuses its oversight on data entry participation and compliance, policy development, data quality and reporting guidance, grievances and appeals.

#### Coordinated Entry Committee

The Coordinated Entry Committee shall guide the operation and course of the coordinated entry structure and determine how its system will address the needs of homeless individuals and families in accordance with best practices, and HUD regulations and guidelines.

### **Section 2: Selection and Terms**

The membership of each standing committee and subcommittee was initially established based on a sign up process in order to expedite each committee's formation. Effective with this governance charter, except for the Consumer Advisory Committee, any person may be recruited to serve on any committee by the Executive Planning Committee, or by the committee chair or committee members, however it is the responsibility of each committee to ensure a balanced representation of the CoC membership and community-at-large is maintained within the membership of the committee membership and may be drawn from the community-at-large, not only from those associated with the Tampa/Hillsborough County CoC. As stated above, the Consumer Advisory Committee shall consist entirely of homeless and formerly homeless individuals. Each committee shall have no more than 15 voting members maximum and no less than seven (7) members sitting.

To ensure active and consistent participation, as agencies sign up to serve on a committee, the agency representative will identify themselves to the Standing Committee as the agency lead and identify the individual that will serve as an alternate in their absences. The alternate must be informed of the work of the committee and be prepared and ready to vote and/or add comment to the discussion. Only the agency lead, or designated alternate in the absence of the agency lead, may vote. No organization may have more than 1 vote on any individual committee or subcommittee. Participation on a committee or subcommittee can only be recorded by being present/active in an in-person meeting, Go-To-Meeting/webinar, email votes, and/or conference call.

In order to remain an active member of the committee, the member/agency must have at least 80 percent participation on the committee they sit on by the designated agency lead or their designated alternate. Participation is a scoring factor when applying for funding. Please see ARTICLE VII: CoC Membership, Section 3: Voting Privileges and Delegates for information on committee voting.

### **Section 3: Subcommittees**

Each committee may divide into subcommittees, task forces and focus groups as necessary. However, each Standing Committee shall have only one representative on the Executive Planning

Committee or as otherwise designated by the Executive Planning Committee or the CoC lead agency. Due to their significance, the Chairs of the following Subcommittees have been designated by the Executive Planning Committee or the CoC lead agency to sit on the Executive Planning Committee to ensure the committees' future support. These Subcommittees shall have the same voting and recruitment rights of the Standing Committees.

#### Unaccompanied Youth (UAY) Committee

Comprised of representatives from the school district, foster care system, youth-focused medical services, law enforcement, youth service providers, and the faith community; the committee works to assess the UAY population and develop a plan to address their needs for stable housing, transportation, jobs, education, health care and supportive relationships.

#### Point-In-Time Count Lead Committee

The Point-In-Time Count (PIT) Lead Committee coordinates the implementation of the yearly HUD-mandated homeless count, identifies deployment sites, recruits and trains PIT volunteers, maintains and designs PIT surveys and processes, works with UNITY on PIT data collection and analysis, and provides quality control.

### **Section 4: Ad Hoc Committees**

The Executive Planning Committee may occasionally appoint and approve the appointment of such ad hoc committees as may be needed. The Executive Planning Committee shall determine the responsibilities, selection and terms of such committees.

## **ARTICLE XII: Code of Conduct**

### **Section 1: Procurement**

For the procurement of property (goods, supplies, or equipment) and services, the recipient and its subrecipients must comply with the standards of conduct and conflict-of-interest requirements under 2 CFR 200.317 and 200.318.

### **Section 2: Conflict of Interest and Recusal**

No member of the Continuum will participate in or influence discussions or resulting decisions concerning the review, ranking, selection, or award of any grant funds in which they have a financial interest, or in which any member of their immediate family (such as parent, sibling, child or person with whom they cohabit) has a financial interest.

All members of the CoC Ranking Review Committee, THHI Review Board, and THHI Board of Directors are required to sign a conflict of interest form stating their association with agencies and projects that can reasonably be expected to apply for and/or receive funding through the CoC process. All associations will be made public to the full membership prior to any process that will determine funding recipients. Members with a conflict of interest are expected to recuse themselves from discussions and decisions where there is a real or perceived conflict of interest.

Confidentiality Information contained in applications and reports is considered proprietary and confidential and may not be released to any person or party without approval of that applicant agency. Any client information shared within the CoC is also confidential and should not be released to any other entity without a release of information signed by the client.

### **Section 3: Nondiscrimination**

The Tampa/Hillsborough County CoC is a non-discriminatory body and does not discriminate on the basis of age, sex, race, color, ethnicity, religion, creed, disability, sexual orientation, familial status, or national origin in accordance with all state and federal regulations.

### **ARTICLE XIII: CoC Grievance Process**

All members of the Tampa/Hillsborough County CoC full membership are encouraged to report any grievances with the Tampa/Hillsborough County CoC Executive Planning Committee through this procedure without fear of reprisal. Grievances should be submitted as soon as possible to ensure proper responses.

The CoC member should submit their grievance in writing and if they choose to, in person to the CoC Executive Planning Committee for remediation. The CoC Executive Planning Committee will respond in writing with their decision within seven (7) working days of receiving the grievance. If the member is dissatisfied with the outcome or decision, a written report regarding the grievance can be submitted to the Tampa Hillsborough Homeless Initiative Board of Directors. The Board of Directors will vote and give a decision at the next closest board meeting.

### **ARTICLE XIV: Amendments**

This governance charter must be reviewed at least annually by the Executive Planning Committee and any recommendations for amendment or repeal, based on a two-third majority vote of the Executive Planning Committee, must be presented to the full CoC Membership for final action. This governance charter may then be amended or repealed by a two-thirds majority of CoC members present and voting at any meeting of the Tampa/Hillsborough County CoC, provided that the amended or replacement governance charter shall have been presented in their final form and discussed at the preceding meeting of the Tampa/Hillsborough County CoC. Notification for such meeting shall clearly state that amendment(s) to or repeal of the governance charter is being considered. A minimum review time of 30 days must be provided before a vote may be taken on any amendment.

## **Attachments**

### **Attachment A:**



The HMIS governing document is a requirement of the federal government, outlined in the U.S. Department of Housing and Urban Development's (HUD) 2014 HMIS Data Standards Manual.

A hard copy of the UNITY governing document can be requested from the HMIS lead agency or download from the THHI website: <http://thhi.org/continuum-of-care/unity-hmis/unity-policies-and-procedures/>

**CERTIFICATION OF RATIFICATION**

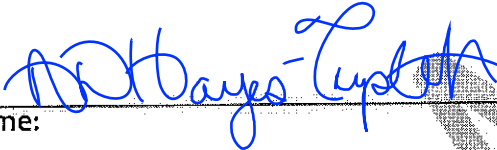
This is to certify that the Tampa/Hillsborough County CoC, did formally ratify and adopt this governance charter on the date specified below:

Date Ratified: September 1, 2016

Executed at Tampa/Hillsborough County, Florida this 1<sup>st</sup> day of September, 2016.

By:

Name:



CEO of Tampa Hillsborough Homeless Initiative  
& Chair, Tampa/Hillsborough County CoC

Title:

Name:



Vice-Chair, Tampa/Hillsborough County CoC

Title:

Name:



President, Tampa Hillsborough Homeless  
Initiative Board of Directors

Title: