

Pinellas County Continuum of Care

FL- 502

Funders' Council Charter



May 2022

Overview

The Pinellas County Continuum of Care (CoC) Charter establishes standing CoC Membership Committees, including Funders' Council, to assist the CoC Board in developing and implementing strategic responses to issues impacting people experiencing homelessness.

The Funders Council will be staffed by Homeless Leadership Alliance of Pinellas (HLA) staff. Staff persons may be part of the discussion but cannot vote.

Values

Upon its creation, the Funders' Council established the values described below.

Inclusion

Housing and supportive services are available to all eligible persons and does not discriminate or prioritize households for housing and services based on race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, or marital status.

Continuous Improvement

Funding or system recommendations made by the Funders Council will include review and consideration of annual and longer-term performance outcomes towards goals established by the CoC and local funding entities. Recommendations will be based on improving outcomes and reducing homelessness for individual adults, families with children, unaccompanied youth, and all special target populations such as seniors, chronically homeless, veterans, and others.

Client Centered Care

To make the system and homeless services better for consumers and to achieve positive, sustainable outcomes, any system changes or improvements recommended by the Council must be consumer-centered and should focus on streamlining services to increase positive exits. Coordination of outcomes and funding priorities among all locally represented funders will focus on what will best meet the identified needs of homeless and at-risk persons and households towards the desired result of permanent housing.

Integrity

All system changes or improvements recommended by the Funders' Council will be in alignment with this charter, the Homeless Leadership Alliance Policies and Procedures, HMIS Policies and Procedures, and all applicable local, state, and federal laws.

Transparency

The Funders Council will ensure transparency of its membership, projects, milestones, and reports. All meetings will be publicly noticed, and visitors are welcome. All agendas and meeting minutes are provided to the CoC Board of Directors and upon request to any interested stakeholder.

Responsibilities

Responsibilities of the Funders' Council include:

- Making recommendations to strategically align funding resources available for homeless/at-risk programs and services to the CoC Board.
- Making annual recommendations to the CoC Board on the best use of funds from specific resources to meet or exceed CoC system performance standards. Such resources include the HUD Continuum of Care, State of Florida homeless funding, and/or local public sources.
- Determining ways local funders can coordinate funded services through common written standards, contract language, performance outcomes, and goals.
- Coordinating funding recommendations with other community-wide funding and planning groups.

Funding and system recommendations will be used to promote best practices in the Pinellas homeless crisis response system, and to make the services and housing provided as effective as possible in assisting persons to become permanently housed. Any system changes will be done to achieve the highest client success possible. This will be achieved by ensuring:

- Programs and services with the best outcomes for clients are recommended for funding to the CoC and to local funding entities.
- Funding allocations are in alignment with annual and long-term performance outcomes established by the CoC and local funding entities.
- Programs and services recommended for funding are aligned to the constantly evolving needs of the citizens of Pinellas and strives to make the homeless system more streamlined and effective.
- The return on investment of funds is as great as possible for the clients and funding sources.
- All funding allocations will result in the reduction of homelessness among all clients served.

Membership

Membership Criteria

Members of the Funders' Council will be representatives of all local and locally represented entities who fund programs, housing, and/or services for homeless and at-risk individuals and families in Pinellas County.

Positions include representatives from:

- Pinellas County Board of County Commissioners
- City of Clearwater
- City of Largo
- City of Pinellas Park
- City of St. Petersburg
- City of Tarpon Springs
- Any other jurisdiction providing funds to the CoC or holding a seat in the CoC Charter
- Bay Pines Veterans Administration Health Center
- Department of Children and Families
- Juvenile Welfare Board
- Pinellas Community Foundation

- Foundation for a Healthy St. Petersburg
- One Pinellas CoC General Member – businessperson or healthcare rep
- Other Funder entities as approved by the Council

Each entity listed above shall appoint a staff person with policy making authority to serve on Funders’ Council. Entities with multiple departments that have different budgeting requirements are allowed one vote per department (i.e. Human Services and Community Development departments). Elected officials should be appointed to serve on the CoC Board of Directors level.

To become a member of the Funders’ Council, a representative of an agency, organization, or government entity must be a member of the Pinellas Continuum of Care in good standing and be located or provide services in the CoC’s geographical area.

To become a member of the Pinellas CoC, one must attend at least one Continuum of Care meeting and complete a Pinellas Continuum of Care Member Application Form. Each application will be reviewed and certified by the Continuum of Care Lead Agency and Secretary of the CoC Board, or another Pinellas CoC Board Member as designated by the Chair, following CoC approved application standards. Once the application form has been certified, the CoC Lead Agency will notify the person/agency of their acceptance or denial. Providers of housing and/or supportive services will not be permitted to serve on Funders’ Council unless they are also a Funder (I.e. Pinellas County Government). Each entity that is both a funder and a provider must designate if they are predominantly a funder or a provider.

A list of Funders’ Council members must be submitted to the CoC Board on an annual basis and changes in committee composition should be submitted to HLA Staff as they occur. There are no set terms of office for other Funders’ Council members.

Leadership Roles

The CoC Charter dictates that Funders’ Council have a Chair, a Vice Chair, and a secretary which are to be elected by the Funders’ Council itself. The Chair and Vice-Chair will serve two-year terms, from January 1 of year 1 to December 31 of year 2. Elections will be held in December of year 2 for the following two-year term.

When the Chair is unavailable to attend the meeting, the Vice-Chair will run the meeting. If a vacancy occurs for more than 2 meetings, the Council Chair may elect to appoint someone.

The Chair and Vice-Chair will work with HLA staff to create the agenda and all attachments for each meeting. In accordance with Florida Sunshine Law, Committee agendas will be distributed to Council members and published on the HLA’s website at least one week in advance of the meeting.

The Secretary is responsible for taking meeting minutes and submitting them to the Council for approval. Once approved, the minutes are submitted to the CoC Lead Agency as public record.

Meetings

Funders’ Council meetings are held at least bi-monthly. The meeting schedule will be agreed to and posted in advance, and dates and times of the next meeting will be published at the bottom of each agenda. Meeting locations may vary but will be centrally located. Meetings may be attended virtually but a physical quorum must be in place for any action to be taken.

Cancellations

Meetings may be cancelled at the discretion of the Chair and/or Vice-Chair or by voting decision of committee.

Agendas

All members may request items be added to the agenda in advance of the meeting. HLA staff will email the final agenda including all attachments, information items, and reports to Council members at least one week prior to the meeting.

Attendance and Quorum

The quorum for each Funders' Council meeting is 51%. Every member is asked to RSVP to the bi-monthly meeting announcements for physical attendance, virtual attendance, or to request an excused absence. Attendance for all voting members will be tracked. Excused absences can be granted for up to 25% of annual meetings. Entities with unexcused absences for more than 25% of meetings will be asked to appoint a new member.

Providers will have the chance to attend each Funders' Council meeting and no less than 10 minutes will be allotted for public comment.

Alternates

In the absence of a member's ability to attend, an alternate may attend to represent the entity. Members must notify HLA staff in advance of the alternative's name and contact information so they may receive all meeting materials.

Revisions

Version 1: May 30, 2014

Version 2: March 2022

Version 3: July 2022