

Providers Council Committee

Charter

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The Provider's Council is a Council established by the Pinellas Continuum of Care and supported by the Homeless Leadership Alliance of Pinellas. The rules that govern the work of the Provider's Council are consistent with the Charter of the Continuum of Care.

Purpose

In support of the mission and vision of the Homeless Leadership Alliance of Pinellas, the purpose of the Providers Council is to promote meaningful dialogue between the Continuum of Care (CoC) and service providers to make homelessness rare, brief, and a one-time experience. Providers Council should provide advice and insight on policy, funding, and any other decisions that directly affect homeless service providers and the delivery of services to individuals and families living without homes or at risk of homelessness.

The Provider's Council is accountable to and works collaboratively with the HLA as the lead agency and on behalf of the CoC to identify opportunities, areas of risk, trends, and to make recommendations on action either in response to a request by the HLA (and therefore the CoC) or to address issues raised by the Providers Council membership. This Council reports to the CoC Board of Directors. Recommendations made by the Providers Council must be reviewed for approval or disapproval by the CoC Board of Directors. The Provider's Council is responsible for the development and oversight of a Nominating Committee for the Officer positions of Chair, Vice-Chair and the Secretary of the Providers Council as well as the Service Experts seats on the CoC Board of Directors.

Membership

- The membership of the Providers Council shall include representatives from service providers and other organizations that are actively involved in service delivery for those who are living without homes or at risk of homelessness.
- Service Providers involved in the service delivery for those individuals or families who are living without homes or at risk of homelessness must be entering data into the Pinellas Homeless Management Information System, or alternate parallel entry if the service provider is a Certified domestic violence shelter, in order to be eligible to apply for membership on the Providers Council.
- The Providers Council will consist of a minimum of eight (8) members and no more than forty (40) members.
- The annual membership cycle is January- December and is renewable annually. Members of Providers Council must be a member of the Continuum of Care for voting privileges.
- Applications for new membership will be heard at the meeting following submission. A vote will be taken by the current membership. Membership will begin at the next held Providers Council meeting.

- An agency's CEO or Executive Director (E.D.) of the member organization is the preferred/appropriate representative on the Providers Council. Members must identify an organization representative and designee who has been granted the responsibility and authority to inform, discuss, and vote on initiatives, opportunities, concerns, and other important issues brought before the Providers Council. Representatives of the Providers Council should remain consistent meeting over meeting without rotation to another representative. In the event that the organization representative is unable to attend the meeting, the organizations designee identified on the membership application will attend in their stead. Prior notice must be provided to the HLA staff with confirmation that the designee has been briefed on the agenda' d topics including having read the minutes from the prior meeting.
 - o Only approved member organizations shall have a seat at the Providers Council table; all other interested parties will sit in the audience.

- Members of the Providers Council should include representatives from, but not limited to:
 - Housing Providers (emergency, transitional, permanent) including domestic violence shelters (voting member must be entering into PHMIS, or alternate parallel system if a Certified Domestic Violence Shelter)
 - Behavioral Health Providers (voting member must be entering into PHMIS)
 - Public Housing Authorities (voting member without entering into PHMIS)
 - Workforce Development Representatives (voting member without entering into PHMIS)
 - Veterans Administration (voting member without entering into PHMIS)
 - Pinellas County School System (voting member without entering into PHMIS)
 - Health care (Health Department, free clinics, FOHC, Hospitals) (contributing member not a voting member)
 - Other homeless service providers

- In the spirit of collaboration and sound decision making, the Providers Council and the Funders Council will work together on matters that are relevant to both Councils. Organizations, entities, agencies, etc. that are funders of the system of care may not be members of the Providers Council and are instead encouraged to become members of the Funder Council.

- In the event the organization/entity is both a funder and a provider – the organization is required to choose the Council that is the best fit for voting purposes. Except at the designated joint Providers & Funders Council meetings, the organizations representative may not cast a vote at both the Providers Council and the Funders Council as it gives the appearance of a conflict of interest.

- Representatives from Funding entities are encouraged to become non-voting members of the Provider Council.

Quorum

- A quorum shall consist of fifty percent plus one of the voting membership.

Voting

1. Only members in good standing shall have the right to vote (see attendance requirement).
2. Agencies/Organizations shall have one (1) vote.
3. The vote of each member will be cast by the person who has been designated in writing to do so by the member organization.
4. No proxy votes, electronic/e-mail or absentee votes will be accepted .If you require an

accommodation please notify the Chair in advance of the meeting.

5. After a quorum is established, 60% of the voting members in attendance shall constitute the action of the members.

Vacancies

- A person elected to fill a vacancy will serve for the unexpired term of the vacating officer.

Roles and Responsibilities

Officers:

- The Officers of the Providers Council shall be a Chair, Vice Chair, and Secretary.
- Officers shall serve for a two (2) year term beginning on January 1 following their election by the membership at the annual meeting (in November) and ending two years thereafter on December 31.
- Each Officer may be re-elected and hold office for up to one (1) additional two (2) year term. If there are no other nominees or volunteers to hold the position of Chair, the existing Chair may continue until a new Chair has been elected.

Chair:

- The Chair will represent the Providers Council on the CoC Board, and will speak on behalf of the entire Provider Council membership. The Chair may delegate the Vice-Chair to be the representative.
- The Chair shall preside over the Providers Council meetings.
- The Chair shall be an ex-officio member on sub-committees and shall ask for volunteers to serve on sub-committees.
- The Chair also performs any other responsibilities assigned by the CoC Board of Directors.
- The Chair will work with the HLA staff to create the agenda and all attachments for each meeting.

Vice-Chair

- Ensures adherence to Roberts Rules of Order.
- The Vice-Chair will serve as the designee of the Chair as needed or requested by the Chair.
- The Vice-Chair shall ensure that the Provider's Council Charter is reviewed and updated as necessary a minimum of once every other year.
- The Vice-Chair shall serve as the timekeeper at the Providers Council meetings.

Secretary

- The Secretary shall oversee and authenticate the records of the Providers Council.
- The Secretary shall ensure the minutes of the Providers Council are recorded and kept.
- The minutes shall be stored with the official minutes of the HLA and CoC.
- The Secretary will provide the Council approved minutes to the HLA staff for posting and distribution.

Committees

- All members share in the responsibility to fulfill the mission to make homelessness rare, brief, and a one-time experience.
- Members shall participate in the discussion of topics brought forward by other Providers

Council members or the CoC Board through the sharing of information, offering insight and a service provider perspective.

- Members shall act for the benefit of adults, children and families who are homeless or at-risk of homelessness in Pinellas County.
- The membership shall address the needs of all target groups & special populations such as the elderly over 62+, survivors of domestic violence, veterans, unaccompanied youth and youth aging out of the foster care system, etc., for permanent housing.
- The membership shall coordinate the planning and the development of recommendations to prevent, reduce and end homelessness with other community wide planning and or advocacy groups of the Pinellas CoC.
- Members are expected to commit to being part of the Council's success by focusing on the Council's mission, sharing ideas, speaking out when they think the Council is going in a wrong direction, expressing support of others' ideas, keeping their commitments to the Council, treating other members with respect, communicating clearly, and attending meetings.
- Members may speak on behalf of the entire Providers Council only when authorized to do so.

Nominating Committee:

- The Nominating Committee is responsible for the election of Chair and Vice Chair as terms expire.
- This Nominating Committee will make recommendations to the CoC Nominating Committee of service expert vacancies as they occur.
- The Nominating Committee shall be comprised of a minimum of 3 members of the Providers Council who are duly elected by a majority of the Providers Council to serve on the committee for a period of one year.
- Per the rotation schedule of the Charter of the CoC, the nominating committee shall be responsible for putting forward a slate of service providers to serve as the Service Experts on the CoC Board no later than August of each year and a slate of officers to be voted upon by the Provider Council membership no later than November of each year. Additionally, the Council will accept nominations from the floor the day of an election.

Meetings

The Providers Council meets every other month on the 3rd Friday at 1:30 P.M. Meetings are held at a publicly noticed location. The Providers Council will hold a minimum of 6 meetings per year, with four of the meetings being held in collaboration with the Funders Council. Quarterly joint meetings will be held in October, January, April, and August.

Attendance

- Every member is asked to RSVP to the meeting announcements for physical attendance.
- Attendance: Members are expected to attend all scheduled meetings. In the event of an absence, the member is required to notify the HLA staff in advance of the meeting. In the event of 2 absences the member will forfeit their voting rights until the following January.

Meeting Cancellations

- Provider Council meetings may be cancelled at the decision of the Chair and Vice-Chair or by voting decision of a committee. Committee meetings may be cancelled by committee Chair.