

# FL-502 – St. Petersburg, Clearwater, Largo/Pinellas County CoC Governance Charter

# Table of Contents

Continuum of Care Background.....	3
Overview.....	3
I. Establishing the Pinellas Continuum of Care .....	4
Membership in the Pinellas Continuum of Care.....	4
Meetings.....	6
Quorum .....	6
Decision-Making .....	6
Code of Conduct / Conflict of Interest / Recusal Process for Continuum.....	6
of Care Members.....	6
Responsibilities .....	7
II. Establishing the Pinellas Continuum of Care Board.....	7
Board Membership.....	7
Board Officers.....	9
Executive Committee.....	10
Vacancy, Removal and Resignation .....	11
Meetings.....	12
Quorum .....	12
Decision-Making .....	12
Responsibilities .....	12
III. Establishing the Pinellas Continuum of Care Committees .....	13
Committee Membership .....	15
Meetings.....	15
Quorum .....	15
Decision-Making .....	15
Responsibilities .....	16
IV. Roles of the Designated Entities .....	16
Continuum of Care Lead Agency .....	16
Collaborative Applicant .....	16
HMIS Lead Agency .....	17
Table 1. Responsibilities of Continuum of Care Entities.....	17

## Continuum of Care Background

The [Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009](#) (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act. The HEARTH Act amendments to the McKinney-Vento Homeless Assistance Act codified in law the role and functions of the Continuum of Care (CoC); thus each community must establish a CoC in compliance with the new CoC Program interim rule. HUD published the [Continuum of Care Program interim rule](#) (24 CFR Part 578) in the *Federal Register* on July 31, 2012. The rule now governs the CoC Program.

## Overview

The FL-502 – St. Petersburg, Clearwater, Largo/Pinellas County Continuum of Care (herein referred to as the Pinellas Continuum of Care) coordinates the implementation of a housing and service system that meets the needs of all persons experiencing homelessness throughout its geography. The Homeless Prevention and Crisis Response System includes:

- Outreach, engagement, and assessment;
- Homelessness prevention and diversion strategies; and
- Shelter, permanent housing, and supportive services.

This Governance Charter outlines the roles and responsibilities of the Pinellas Continuum of Care, the Pinellas Continuum of Care Board, Continuum of Care Committees, the Continuum of Care Lead Agency, the Collaborative Applicant, and the Homeless Management Information System (HMIS) Lead Agency. Below is a brief description of each entity:

- The **Pinellas Continuum of Care General Membership** is a year-round planning body of representative stakeholders in the community’s work toward ending homelessness. The CoC General Membership votes annually on CoC Board seats and at least once every 5 years on this CoC Charter, including a written process for selecting the Board in order to act on behalf of the CoC.
- The **Continuum of Care Board** is a group of elected and appointed leaders of the Continuum of Care who have authority to make policy decisions on behalf of the Continuum of Care. Their work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implementing strategic responses, and measuring results.
- The **Continuum of Care Committees** are the action planning components of the Continuum. Committees review and vet strategies developed by staff, analyze system issues and set priorities in conjunction with the Continuum of Care Board of Directors as well as using input from Provider and people with lived experience input.
- The **Continuum of Care Lead Agency** provides technical, administrative and meeting support to the Continuum of Care, Continuum of Care Board and the Committees.
- The **Collaborative Applicant** is designated by the Continuum of Care to prepare and submit

the Continuum of Care funding application to HUD each year.

- The **HMIS Lead Agency** is designated to provide oversight and implementation support to the Pinellas Continuum of Care's HMIS.

Additional roles and responsibilities for each of these entities can be found in Table 1.

This Governance Charter was developed by the members of the Pinellas Continuum of Care (CoC) in consultation with the CoC Lead Agency, the Collaborative Applicant, and the HMIS Lead Agency. The Pinellas Continuum of Care's primary responsibilities include but are not limited to the responsibilities outlined in 24 CFR Part 578.7 and 578.8 :

- Operate the CoC by holding meetings of the full membership at least semi-annually with published agendas;
- Make an invitation for new members at least annually;
- Adopt and follow a written process to select a board to act on behalf of the CoC. This process must be reviewed, updated, and approved every 5 years;
- Appoint committees and workgroups;
- Develop, follow and update annually a governance charter and with HMIS requirements as prescribed by HUD;
- Consult with recipients and subrecipients of funds to establish performance targets, monitor recipients and subrecipients performance, evaluate outcomes, and take corrective action with poor performers;
- Evaluate outcomes of projects funded under Emergency Solutions Grants (ESG) and report to HUD;
- Establish and operate a centralized or coordinated assessment system that provides an initial comprehensive assessment of the needs of individuals and families for housing and services;
- Establish and follow written standards for providing CoC assistance;
- Designate and operate the HMIS; review and approve a privacy plan, security plan, and data quality plan for the HMIS;
- Ensure consistent participation in HMIS by recipients and subrecipients of funds in compliance with requirements prescribed by HUD;
- Coordinate the implementation of a housing and supportive services system that meets the needs of homeless families and individuals;
- Plan for and conducts at least biennially a point in time count;
- Conduct an annual gaps analysis of homeless needs and services;
- Provide information to complete Consolidated Plans within the geographic area;
- Consult with State and local government to allocate ESG grants and reports on and evaluate the performance of ESG recipients and subrecipients.
- Design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD and establish priorities for funding projects in the geographic area

## **I. Establishing the Pinellas Continuum of Care**

Representatives from relevant organizations within a geographic area shall establish a Continuum of Care for the geographic area to carry out the duties outlined in this Governance Charter. The Pinellas Continuum of Care is a community group of stakeholders with a shared vision.

### **Membership in the Pinellas Continuum of Care**

Membership in the Continuum of Care should ensure community wide commitment to preventing and ending homelessness and must represent the entire geographic area covered by the Pinellas Continuum of Care. The Pinellas Continuum of Care’s mission is to coordinate all community partners, systems and resources available with the goal of helping individuals and families to prevent, divert, and end homelessness in Pinellas County.

The following parties are represented on the Pinellas Continuum of Care. An official membership list is documented and published by the CoC Lead Agency.

- |  |   |
|--|---|
| Non-Profit Homeless Assistance Providers | Social Service Providers                      |
| Victim Service Providers                 | Mental Health Agencies                        |
| Faith-Based Organizations                | Hospitals & Healthcare Agencies               |
| Governments                              | Business & Workforce Agencies                 |
| Universities                             | Affordable Housing Developers                 |
| Advocates                                | Law Enforcement                               |
| Public Housing Agencies                  | Veteran Service Organizations                 |
| School Districts                         | Persons who are/have experienced Homelessness |

The Pinellas Continuum of Care invites new members to join at any time during the year. Annually, the Pinellas Continuum of Care will issue a public invitation for any interested person within the geographic area to become a member of the CoC. The membership year follows a calendar year and is January-December each year.

**Membership must be established two weeks prior to the voting. Agencies must also designate their voting member two weeks in advance.**

There is no minimum or maximum number of members on the Pinellas Continuum of Care. Grievances regarding membership denials will be addressed by the Grievance Committee as defined under CoC Charter section “Executive Committee – Grievance Committee”.

**Government Entities:** In order to become a member of the Pinellas Continuum of Care, a representative of an agency must be located or provide services in the CoC’s geographical area and complete a Pinellas Continuum of Care Member Application Form. Each governmental entity shall appoint an elected official with policy making authority. If the governmental entity does not complete a membership form and pay the annual fee, it’s seat on the Board is forfeited until a completed membership form is submitted and the annual fee is made current and paid in full.

**Agency/Organization Members:** In order to become a member of the Pinellas Continuum of Care, a representative of an agency must be located or provide services in the CoC’s geographical area 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 Continuum of Care 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.

An agency, organization or government entity may apply after attendance at one Continuum of Care committee meeting. An agency/organization may identify two (2) persons who may vote on behalf of the agency/organization, but only one shall cast a vote. Only one (1) representative of an agency/organization may cast a vote on each action. If a Continuum of Care member is unable to routinely conduct business, the agency/organization should seek to assign representation to another individual. Agencies, organizations, and government entities only pay the membership once annually, regardless of the number of members they appoint to vote on behalf of the organization. Representatives must also complete member application or renewal forms.

**Individual Members:** An individual who does not work for or represent an agency/organization may be nominated and elected as a member of the Pinellas Continuum of Care to represent themselves. An individual must live or work in the CoC’s geographical area and may apply to become a member after their attendance at one Continuum of Care meeting.

All members will be encouraged to join at least one CoC Committee. All CoC Committee members must be a member of the CoC.

#### *Terms of Service*

Members of the Pinellas Continuum of Care will retain their membership and voting status as long as they are in good standing. To remain in good standing, members must attend 50% of the regularly scheduled General Membership meetings within a calendar year. Attendance at meetings is tracked by member sign in. Members must also complete the annual written disclosure statement based on the Continuum of Care Conflict of Interest policy.

### **Meetings**

The Pinellas Continuum of Care will hold at least two meetings of the full membership. Meeting dates, times and location will be made publicly available at least 4 weeks in advance. Meetings are open to the public and they are welcome to attend.

The agendas must be published at least one week in advance of the meeting date. Meeting materials that require a vote must be shared at least one week in advance of the meeting date following the same process mentioned above (Exceptions to this may occur during HUD CoC Funding Competition and when special meetings are called). Meeting minutes will be posted publicly within fourteen business days by the CoC Lead Agency.

### **Quorum**

A majority of 51% of the Pinellas Continuum of Care membership constitute a quorum at all meetings of the Pinellas Continuum of Care. No new business will be conducted unless a quorum is present.

### **Decision-Making**

Robert’s Rules of Order will be followed to open and close each meeting and to bring a motion to the floor. Decisions shall be made by a vote of the majority of members present.

## **Code of Conduct / Conflict of Interest / Recusal Process for Continuum of Care Members**

In accordance with HUD regulations (24 CFR 578.95), no member may participate in or influence decisions concerning the award of a grant or other financial benefits to the organization that the member represents or to themselves as individuals. Therefore, any individual participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Disclosure should occur at the earliest possible time and if possible, prior to the discussion of any such issue. Individuals with a conflict of interest should abstain from discussion and voting on any issue in which they may have a conflict. A Conflict of Interest Policy will be approved by the Continuum of Care annually.

Annual written disclosure statements will be provided to each voting member at the annual meeting. Voting Members will not be permitted to participate in a discussion or a vote until the statement is on file with the CoC Lead Agency. All voting members shall have the right to recuse themselves from voting on a matter without providing excuse.

## **Responsibilities**

The Pinellas Continuum of Care has specific responsibilities as outlined in the Continuum of Care Interim Rule. The responsibilities required by the Continuum of Care Interim Rule are outlined in Table 1 of this Governance Charter. The Pinellas Continuum of Care retains all of the responsibilities listed, even if it designates eligible applicants other than itself to apply for funds. Responsibilities extend to approval of the Continuum of Care Program application for funding.

Additional responsibilities set forth by the Continuum of Care include:

- Receive community and public policy updates relevant to homelessness;
- Advocate on behalf of all persons experiencing homelessness, including the implementation of efficient and effective service provision regardless of funding sources;
- Review and act on the annual CoC-funding allocations;
- Review and act on additional HUD required activities.

## **II. Establishing the Pinellas Continuum of Care Board**

The Pinellas Continuum of Care is required to establish a Board that is made up of the Continuum of Care and it must act on behalf of the Pinellas Continuum of Care.

### **Board Membership**

These written procedures for selecting Board Members will be reviewed, updated and approved at least once every 5 years by the Pinellas Continuum of Care General Membership.

The Pinellas Continuum of Care Board shall consist of Continuum of Care Members and consists of no less than 19 or more than 31 members. The precise number for any given year will be announced with the annual call for nominees. No more than one staff person and/or Board Member of a single agency/organization may be an Elected Member of the Pinellas Continuum of Care Board, excluding persons who are elected under the “homeless or formerly homeless” Board seat. This seat will not be counted as a representative of a particular service provider. In all other cases, if during the term of an elected Board Member, the person leaves the agency/organization and moves to an agency already

represented on the board, that person must resign their position. If an appointed Board Member leaves the agency/organization that appointed them they automatically resign their board position. The designee must then appoint a new Board Member. CoC Board members are required to either live or work in the CoC's geographic area.

The Pinellas CoC Board Elected Members will serve three (3) two (2) year terms up to a maximum of six (6) consecutive years (including partial terms) before rotating off for at least one (1) year. Elected Member terms will be staggered such that approximately one-third (1/3) are up for election each year. There are no term limits for Appointed Members; however, each year the Appointed Member must receive a Vote of Confidence from the designated entity which appointed them, and from the Continuum of Care Board. Funder's and Provider's Council representatives are considered appointed members as well as elected officials and constitutional officers. All appointed members still must complete the CoC membership process in order to retain their seat on the Board.

Members of the Pinellas Continuum of Care Board represent local funders, government, service providers, consumers, and other community members whose interests relate to homeless services and housing systems. Specifically, the Pinellas Continuum of Care Board consists of the following:

No fewer than nineteen (19) and no more than thirty-one (31) persons and will be comprised of one (1) Board Chair, ten (10) Appointed Officials and the balance shall consist of eighteen (20) Community Leaders.

- **Community Leader** members include:

- At-Large, three (3) positions; (Elected)
- Business, two (2) positions; (Elected)
- Faith-Based Organizations; one (1) position; (Elected)
- Funders Council Chair, one (1) position; (Appointed)
- Health Care/EMS/Fire, one (1) position; (Elected)
- Homeless/Formerly Homeless, two (2) positions (Elected)
- Local Housing Authority, two(2) positions; (Elected)
- Providers Council Chair, one (1) position (Appointed)
- Service Experts, three (3) positions appointed by the Providers Council. (Appointed)
- Veteran or Veteran Organization (Elected)
- Workforce Development or Transportation Representative (Elected)
- Non-Entitlement Community, two (2) positions not already specifically noted in the Charter (i.e. Tarpon Springs) (Elected)

- Named designees for Appointed **Government Entities** include (All Appointed):

- City of Clearwater;
- City of Largo;
- City of St. Petersburg;
- City of Pinellas Park;
- City of Tarpon Springs;
- Juvenile Welfare Board;
- Pinellas County Board of County Commissioners;
- Pinellas County School Board;
- Pinellas County Sheriff;
- Public Defender

- Non-Voting Appointed Seats
  - The CEO of the CoC Lead Agency;
  - The CEO of the Collaborative Applicant;
  - The CEO of the HMIS Lead;
  - If the same agency is chosen that covers more than one of the above roles the
    - seat is filled by the CEO.

In managing the number and composition of Pinellas CoC Board members, the following will be true:

- The CoC Board Chair is elected by the CoC Board; with the Chair having a dedicated seat. The Board Chair must relinquish their current seat to avoid being in two Board seats and cannot be employed by an organization that primarily provides direct homeless services within the Pinellas Continuum of Care.
- Each seat has a vote as exercised by a named individual, and each individual may exercise only one vote.
- With the exception of short-termed vacancies, there will always be an odd number of Pinellas CoC Board members.
- The Pinellas CoC Board should represent a diverse set of service, population and program interests.
- Direct service providers can include those who do and do not receive federal funding; those serving individuals, families, youth, veterans or any other targeted population; a wide range of services such as outreach, shelter, transitional housing, rapid re-housing, permanent supportive housing, victim services, service only, etc.
- At-Large seats provide flexibility in maintaining an odd number of Pinellas CoC Board members while responding to community and strategic needs at any given time.
- ‘Appointed Entities’ must appoint an individual designee to represent the ‘Appointed Entity’ on the CoC Board. The appointment must be renewed by the submission of a Vote of Confidence on behalf of the ‘Appointed Entity’ to the Pinellas CoC Board.

The election process will include at least the following:

- Calls for nominations, vetting of nominations received, and ballot announcement will happen each calendar year.
- Nominees must be members and eligible to vote by demonstrating participation in the CoC by attending meetings and committees.
- Votes may be cast for up to the maximum number of seats within a category. Ballots that vote for more than the number of seats in a particular category will not be counted for that category only.
- Individuals receiving the highest votes for a given seat will be declared the winner.
- In the event of a tie for a specific seat, the individuals involved will have their names put on a second ballot for that seat. The individual receiving the highest vote for that seat will be declared the winner.

## Board Officers

The officers of the Pinellas Continuum of Care Board are a Chair, Vice Chair and Secretary. No Board member may hold two positions simultaneously.

### *Election and Term*

The Pinellas Continuum of Care Board will elect a chairperson, a vice chairperson and a secretary at the first meeting of the calendar year when applicable and there is a preference for one position that does not represent an agency or receive CoC funding, including recipients or subrecipients. Officers will serve three (3) year terms and terms of officer roles should be staggered for succession planning purposes. An officer cannot serve for more than two (2) consecutive terms in the same role.

### *Chair and Vice Chair*

The Chair is responsible for scheduling meetings, ensuring that the CoC and CoC Board meets regularly or as needed, sets the agenda for meetings of the CoC Board, chairs the CoC Board meetings, designates a chair for the CoC membership meetings, and signs any required and/or necessary documents on behalf of the Pinellas Continuum of Care. In the absence of the Chair, the Vice Chair assumes the duties of the Chair. The Chair and Vice Chair shall perform other duties as the CoC may designate.

### *Secretary*

The Secretary reviews and signs official documents for the Continuum of Care as required by protocol. The Secretary reviews and approves Continuum of Care applications for member status with the CoC Lead Agency. The Secretary shall perform other duties as the CoC may designate and shall chair CoC meetings in the case of the absence of the Chair and Vice Chair.

## **Executive Committee**

Acts on behalf of the board when necessary. All decisions made by the Executive Committee are brought to the next board meeting for ratification when the Board is unable to meet in advance of a time-sensitive issue. Members of the Executive Committee will include the Chair, Vice Chair, Immediate Past Chair, Secretary, Funders Council Chair, and Providers Council Chair, and either of the two members of the Pinellas Continuum of Care's Board of Directors who are elected to the homeless or formerly homeless seats.

The Executive Committee will provide leadership to the following responsibilities: the Executive Committee can choose to form subcommittees consisting of other CoC Board members who shall report back to the Executive Committee. If the Executive Committee elects to form subcommittees, then the subcommittee recommendations are submitted to the Executive Committee for consideration and approval. Quorum for each committee is 51% with a minimum of three (3) members.

### **Accountability and Oversight of Collaborative Applicant, CoC Lead Agency and HMIS Lead Agency:**

The Executive Committee will ensure that the activities outlined in the Memorandum of Understanding and the roles and responsibilities outlined in the Charter for the CoC Lead Agency, Collaborative Applicant, and HMIS Lead Agency, are being met by meeting quarterly (or as needed) to review workplan progress, priorities, coordination with Committees, and other activities as needed. Additionally, the committee will oversee the annual performance review of the CoC Lead Agency, Collaborative Applicant and HMIS Lead Agency.

### **CoC Nominating and Governance Subcommittee:**

The Executive Committee will oversee CoC Nominating and Governance and shall perform an annual

review of the CoC Charter and make recommendations to the Board of Directors as deemed necessary. The Executive Committee will also serve as the strategic planning committee unless they appoint a separate sub-committee to address. Much of the strategic planning work will also be carried out by Providers and Funders Council.

**CoC Review and Ranking Subcommittee:**

The Executive Committee will oversee the appointment of the CoC Review and Ranking Subcommittee and process for the purposes of determining the scoring and priority ranking of each proposal to be submitted with the annual HUD CoC Notice of Funding Application. CoC Review and Ranking recommendations are presented to the CoC Board of Directors for approval.

**Grievance Subcommittee:**

The CoC Grievance Subcommittee acts on behalf of the Pinellas CoC Board to resolve grievances and determines the course of action to be taken. Membership consists of the Executive Committee Chair and Vice Chair, and three (3) additional members. The Grievance Committee creates a CoC funding appeal process; reviews and makes recommendations to Board on CoC funding appeals. The Grievance Committee resolves issues with respect to funding, HMIS issues, and denial of membership. The Grievance Committee will establish its own rules and procedures.

## Vacancy, Removal and Resignation

### *Vacancy*

In the event of an Elected Seat vacancy, the members of the Pinellas CoC Board will elect a successor to hold the vacant seat for the remainder of the term of the person vacating the seat. At the end of the term, a regular election will be held as described in this charter. In the event of an Appointed Seat vacancy, the Appointed Entity must appoint an individual designee to fill the vacant seat.

### *Removal*

Members of the Pinellas CoC Board may remove a Board member (elected or appointed) who is absent for three (3) Board regularly scheduled meetings in any twelve-month period. The removal will be automatic unless voted otherwise by the CoC Board of Directors.

Pinellas CoC Board members (elected or appointed) may also be removed by a  $\frac{3}{4}$  vote of the Pinellas CoC Board for cause including but not limited to:

- Failure to perform Board duties;
- Failure to comply with this Charter and/or applicable policies;
- Engaging in conduct that is in violation of the CoC’s adopted conflict of interest policy;
- Engaging in behavior that causes harm to the reputation of the CoC.

Such seats will then be filled through the process described above under vacancies.

### *Resignation*

Unless otherwise provided by written agreement, any member of the Pinellas CoC Board may resign at any time by giving written notice to the Chair. Any such resignations will take effect at the time specified

within the written notice; or, if the time is not specified in the written notice, it will take effect upon its acceptance by the Pinellas CoC Board.

## Meetings

The Pinellas Continuum of Care Board will hold meetings no less than six (6) times per year. Attendance at meetings of the Pinellas CoC Board will be open to any interested person to observe. Two (2) weeks' notice will be given for regularly scheduled meetings of the Board with the agenda being published one week in advance. Board Minutes will be published on the CoC Lead Agency's website within 14 days. Special meetings may be called in emergency situations with three (3) days' notice; an agenda is not required for emergency meetings. CoC Board meetings will be held in person and televised via Zoom. Zoom will be utilized for televising meetings only and does not count for attendance or voting participation. Only one-way communication will be allowed through the platform.

## Quorum

A majority or 51% of the Pinellas Continuum of Care Board filled seats constitute a quorum at all meetings of the Pinellas Continuum of Care Board, Councils, and Committees. No business will be conducted unless a quorum is present.

## Decision-Making

Each CoC Board member is eligible to vote on decisions being made when present at the meetings.

Robert's Rules of Order will be followed to open and close each meeting and to bring a motion to the floor. The Continuum of Care Board will strive to make decisions through modified consensus. When consensus is not possible, decisions shall be made by a vote of the majority of voting members present.

## Responsibilities

The Pinellas Continuum of Care gives authority to the Pinellas Continuum of Care Board for specific responsibilities. The responsibilities required by the Continuum of Care Interim Rule are outlined in Table 1 of this Governance Charter. Additional responsibilities required by the Continuum of Care Board include:

- Elect a Chairperson, Vice Chairperson and Secretary;
- All Board members are required to serve on at least one committee of the CoC;
- Establish policies for funding and resource allocation;
- Set priorities for the CoC and establish an annual workplan;
- Take action against poor performers by reviewing and acting on any programs that should be removed from HUD funding and any proposed funding reallocations;
- Review and make final determination on CoC-funding appeals;
- Assure that services provided by the HUD and DCF sub-grantees are meeting the needs of the local community and that critical issues are addressed.

### III. Establishing the Pinellas Continuum of Care Committees

The Pinellas Continuum of Care may establish Committees, Subcommittees, or Work Groups that are made up of Continuum of Care members and/or employees of organizational members, to act on behalf of the Pinellas Continuum of Care. The Committees are the action planning components of the system. In these bodies, strategies are developed, deepened and expanded into timed work plans. These groups may also be directly responsible for specific strategies or exploring options to solve particular concerns. Unless authority is designated by the Continuum of Care, Committees make recommendations to the CoC Board for approval. It is recommended that each committee has a Chair, a Vice Chair, a Secretary, one board member appointed by the board, and one member of the CoC General Body elected by the committee. Committee chairs serve three (3) year terms, with the option of renewable terms. The secretary takes meeting minutes in accordance with Florida Sunshine law and submits to the committee for approval and once approved; submits to the Lead Agency as public record. Quorum for all committees is 51 percent. Committee agendas must be published one week in advance of the meeting.

Standing Committees are designated in this Charter. Committees may determine if they would like in person or Zoom for attendance and voting purposes. Ad hoc working groups or task forces may be formed and given specific responsibilities as needed by the Continuum of Care Chair. All committee responsibilities apply to ad hoc groups as well.

#### CoC Membership Committees:

**Funders Council:** The Funders Council members shall establish written policies and procedures for Council membership, size of the Council, operating rules, and the work of the Council not inconsistent with this Charter. Makes recommendations to the full CoC Board on funding of homeless/at-risk programs and services, either in response to CoC Board requests or on issues raised by Funders Council members.

- Makes recommendations on strategically aligning funding resources available for homeless/at-risk programs and services based on CoC Board approved priorities, to make the most effective use of scarce resources.
- Annually reviews and make recommendations to the CoC Board on the best use of funds from specific resources, based on the CoC Board approved priorities and activities that enable the Pinellas CoC system of services to meet and exceed applicable performance standards as approved by the CoC Board. Such resources include the HUD Continuum of Care, State of Florida homeless funding, and/or local public sources.
- Determine ways the local funders can coordinate funded services through common contract language, performance outcomes, and goals.
- Coordinate funding planning and recommendations with other community-wide funding and planning groups
- 

**Providers Council:** Makes recommendations to the full CoC Board on homeless/at-risk services system issues, concerns and needed actions, either in response to CoC Board requests or on issues raised by Providers Council members. The membership of the Providers Council shall include representatives from homeless/at-risk service providers and other organizations that are actively involved in services that affect homeless/at-risk target groups in Pinellas

County. Providers Council members must be either an individual or organizational member of the Continuum of Care and act for the benefit of the homeless/at-risk services system as a whole, and not for individual organizations. The Providers Council members shall establish written policies and procedures for Council membership, size of the Council, operating rules, and the work of the Council not inconsistent with this Charter. These policies and procedures will be brought to the full CoC Board for ratification annually or when changes are made. The Providers Council shall have at least nine (9) members, and it shall set the maximum number of members itself. The Providers Council Chair has a dedicated seat on the CoC Board and three (3) additional Providers Council members in good standing are appointed by the Providers Council to sit on the CoC Board as Service Experts.

**Joint Providers and Funders Council Meetings:** It is the expectation that both Provider s and Funders Councils will meet jointly at least two (2) times a year.

**Lived Experience Advisory Committee (LEAC):** Makes recommendations to the full CoC Board on homeless/at-risk services system issues, concerns and needed actions, either in response to CoC Board requests or on issues raised by people with lived experience. The membership of the Lived Experience Advisory Committee shall include representatives that are experiencing homelessness or have experienced homelessness in Pinellas County. The Lived Experience Advisory Committee members may establish written policies and procedures for committee membership, size of the committee, operating rules, and the work of the committee not inconsistent with this Charter. Members of the committee and the committee itself may be exempt from CoC Membership requirements or other committee requirements contained in this Charter. However, at least one (1) CoC Board member should be in attendance of each meeting. The members of this committee are encouraged to attend additional CoC committee meetings.

**Data and System Performance Committee:** Coordinate HMIS data collection, review systems performance measures and review all PIT/HIC/AHAR data. Scan the environment for best practices and innovations and evaluate outcomes of the CoC overall and projects funded under HUD (CoC and ESG Programs). This committee has the authority to establish program subcommittees as appropriate. The committee recommends funding priorities to the CoC Board. This committee will also form a sub-committee to serve as HMIS Governance.

**Point in Time (PIT) Count and Survey Planning Committee:** This committee shall meet as determined by the committee. It is responsible for the design of the PIT surveys and processes, recruiting/training/deploying of all PIT volunteers and agency surveyors, providing data quality control, evaluating PIT and making changes for the next annual survey.

**Advocacy Committee:** This committee will develop an annual HLA advocacy agenda to be approved by the Board, advocate on behalf of the Pinellas CoC; and, address any advocacy issues that may arise throughout the year.

**Diversity, Equity, and Inclusion Committee:** The Diversity, Equity, and Inclusion Committee (DEI) shall provide insight and advice into promoting diversity, equity and inclusion in the CoC. The committee will consider and develop strategies for board consideration that foster greater participation and make the CoC more accommodating and reflective of members from diverse

backgrounds, perspectives and abilities. The committee will be aware of and ensure coordination and collaboration of diversity, equity and inclusion efforts throughout the CoC.

## **Pinellas Continuum of Care Committee Membership**

Committee membership may include any Pinellas CoC member. However, at least one (1) committee member must come from the Pinellas CoC Board. Each committee will set its number and recruit members from the Continuum and larger community. All Committee members must be a member of the Continuum of Care. Committee membership will be submitted to the Board on an annual basis and changes in committee composition should be submitted to HLA Staff as they occur.

Each committee shall have:

- A Chair elected by the Pinellas CoC committee itself. If a vacancy occurs for more than 2 meetings, the Board Chair may elect to appoint someone.
- A Vice Chair elected by the Pinellas CoC committee itself
- A Secretary elected by the Pinellas CoC committee itself
- At least one member from the Pinellas Continuum of Care general membership that is not a Board member

The CoC Chair will ensure that each Board Member, through volunteerism and appointment, shall serve on a Pinellas Continuum of Care Committee.

## **Meetings**

Each Committee will hold meetings at least two (2) times per year. All meetings are open to any interested party. Committees may determine if they would like in person or Zoom for attendance and voting purposes.

## **Quorum**

A majority or 51% of the Committee membership constitute a quorum at all Committee meetings. No business will be conducted unless a quorum is present.

## **Decision-Making**

Unless authority is otherwise designated to a Committee, the Pinellas Continuum of Care Committees will make recommendations to the CoC Board for approval.

The Continuum of Care Committee(s) will strive to make decisions through consensus. When consensus is not possible, decisions shall be made by a vote of the majority of members present.

If a Committee recommendation requires a formal decision-making process, there is no proxy voting for Continuum of Care Committees except as noted for general board meetings. Decision-making requires live conversation and active participation from all parties.

## Responsibilities

The Pinellas Continuum of Care tasks the Pinellas Continuum of Care Committees with specific responsibilities. The responsibilities required by the Pinellas Continuum of Care are outlined in Table 1 of this Governance Charter. Additional responsibilities required by the Continuum of Care are:

- Recruit its members
- Select a chair or co-chairs
- Select a secretary
- Establish its policies and procedures, and provide them to the Pinellas CoC Board
- Record its minutes and attendance, and provide them to the CoC Lead Agency
- Ensure transparency of its process and meetings

## IV. Roles of the Designated Entities

### Continuum of Care Lead Agency

The Pinellas Continuum of Care appoints the CoC Lead Agency that will complete designated work tasks assigned by the Pinellas Continuum of Care and will provide meeting support for the Pinellas Continuum of Care Board and committees. The CoC Lead Agency is responsible for working with the Chair to schedule meetings, develop agendas, issuing meeting materials and posting all relevant documents to the Pinellas Continuum of Care website. The CoC Lead Agency will provide recommendations to the Pinellas Continuum of Care Board for its final decisions. All responsibilities are documented in the Pinellas Continuum of Care Lead Agency Memorandum of Understanding.

The designation of the CoC Lead Agency is valid for a maximum of 3 years before the designation must be reviewed and renewed by the Pinellas Continuum of Care. The Pinellas CoC Board will review the performance of the CoC Lead Agency every three years with the first year being 2023. The review will be based on the roles and responsibilities included in the MOU. The designation may be terminated upon mutual agreement or for cause with a vote of 75% of the CoC Board of Directors.

### Collaborative Applicant

The Continuum of Care designates a legal entity to serve as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all Continuum of Care Program funded projects within the geographic area. The Collaborative Applicant is also responsible for submitting the annual application to HUD for Continuum of Care Program funding and to apply for Continuum of Care Planning dollars. These and any additional responsibilities are documented in the Pinellas Continuum of Care Collaborative Applicant Memorandum of Understanding.

The designation of the Collaborative Applicant is valid for a maximum of 3 years before the designation must be reviewed and renewed by the Pinellas CoC Board. The Collaborative Applicant will submit the HUD Annual Performance Report and HUD Application for CoC Planning dollars to the CoC Board annually. The CoC Board will review the Collaborative Applicant's performance with the Continuum of Care at a CoC Board meeting after the Executive Committee conducts an initial review. The designation may be terminated earlier than the 3-year time period upon mutual agreement or for cause with a vote of 75% of the CoC membership.

The Collaborative Applicant must submit a final copy of the application to the Pinellas Continuum of Care after submission. Depending on the timing of the submission to HUD, the Pinellas Continuum of Care Board and Collaborative Applicant will create a timeline for submission to the Pinellas Continuum of Care.

### HMIS Lead Agency

The Continuum of Care designates a legal entity to serve as the Homeless Management Information System (HMIS) Lead Agency. The HMIS Lead Agency will maintain the community’s HMIS in compliance with HUD standards and coordinate all related activities including training, maintenance and the provision of technical assistance to contributing organizations. Responsibilities required by the Continuum of Care are outlined in Table 1 of this Governance Charter. These and any additional responsibilities are documented in the Pinellas Continuum of Care Homeless Management Information System Lead Agency Memorandum of Understanding. Designated responsibilities include developing an HMIS privacy plan, security plan, and data quality plan.

The designation of the HMIS Lead Agency is valid for a maximum of 3 years before the designation must be reviewed and renewed by the Pinellas Continuum of Care. Each year, the HMIS Lead Agency will submit the HUD Annual Performance Report and HUD Application for HMIS-dedicated grant to the CoC Board. The CoC Board will review the HMIS Lead Agency’s performance with the Continuum of Care at a CoC Board meeting. The designation may be terminated earlier than the 3-year time period upon mutual agreement or for cause with a vote of 75% of the CoC Board of Directors.

**Table 1. Responsibilities of Continuum of Care Entities**

Responsibility Category	Responsibility	Responsible Party
Establishing CoC	Define membership of Continuum of Care	<b>Continuum of Care</b>
Establishing CoC	Invite new members	<b>Continuum of Care</b>
Operating CoC	Hold meetings of full membership, with published agenda, at least semi-annually	<b>Continuum of Care</b>
CoC Governance and Management	Establishing a Continuum of Care Board	<b>Continuum of Care</b>
CoC Governance and Management	Reviewing the Written Selection Process for the Board	<b>Continuum of Care</b>
CoC Governance and Management	Designate a Collaborative Applicant, CoC Lead Agency, and HMIS Lead Agency.	<b>Continuum of Care</b>
CoC Governance and Management	Designate Responsibilities to the CoC Board, CoC Lead Agency,	<b>Continuum of Care</b>

	HMIS Lead Agency, and Collaborative Applicant.	
CoC Governance and Management	Apply for CoC Planning Funds	<b>Collaborative Applicant</b>
CoC Governance and Management	Appoint Committees / Sub-Committees	<b>Continuum of Care</b>
CoC Governance and Management	Develop a Governance Charter	<b>Continuum of Care</b>
CoC Governance and Management	Review and Approve the Governance Charter Annually	<b>Continuum of Care</b>
Overall and Project-Level Performance	Establish performance targets in consultation with recipients/sub- recipients	<b>CoC Lead Agency and Data and System Performance Committee</b>
Overall and Project-Level Performance	Monitor recipient/sub-recipient performance	<b>CoC Lead Agency</b>
Overall and Project-Level Performance	Evaluate outcomes for ESG and CoC Projects and report to HUD	<b>CoC Lead Agency; Data and System Performance Committee</b>
<b>Responsibility Category</b>	<b>Responsibility</b>	<b>Responsible Party</b>
Overall and Project-Level Performance	Take action against poor performing agencies	<b>CoC Board</b>
Overall and Project-Level Performance	Measure system performance	<b>CoC Lead Agency, HMIS Lead Agency, and Data and System Performance Committee</b>
Coordinated Assessment System	Operate a Coordinated Entry System	<b>CoC Lead Agency</b>
Coordinated Assessment System	Develop a policy for how Coordinated System and Housing and Service System will address needs of those fleeing domestic violence as defined by HUD	<b>CoC Board</b>
Designate an HMIS	Designate a Single HMIS for the entire CoC	<b>Continuum of Care, HMIS Governance</b>
HMIS Policies	Review, revise and approve the HMIS privacy plan, security plan and data quality	<b>Continuum of Care, HMIS Governance, HMIS Lead Agency</b>

	plan	
HMIS Compliance	Ensure HMIS is in compliance with HUD requirements	<b>Continuum of Care, HMIS Governance, HMIS Lead Agency</b>
HMIS Participation	Ensure consistent participation of recipients and sub-recipients in HMIS	<b>Continuum of Care, HMIS Lead Agency, Data and System Performance Committee</b>
HMIS Privacy and Security	Develop HMIS privacy plan, security plan and data quality plan	<b>HMIS Governance, HMIS Lead Agency, Data and System Performance Committee</b>
HMIS Agency Participation Agreements	Execute participation agreements with contributing HMIS	<b>HMIS Lead Agency</b>
HMIS User Agreements	Execute user agreements with all HMIS users	<b>HMIS Lead Agency</b>

Responsibility Category	Responsibility	Responsible Party
Plan for the CoC	Plan and Conduct a Point-in-Time Study	<b>CoC Lead Agency and Point in Time Count and Survey Planning Committee</b>
Plan for the CoC	Conduct an annual gaps analysis of homeless needs and services	<b>CoC Lead Agency, HMIS Lead Agency and Data and System Performance Committee</b>
Plan for the CoC	Consult with ESG Recipients	<b>CoC Lead Agency</b>
Plan for the CoC	Submit annual application to HUD for Continuum of Care Program funding	<b>Collaborative Applicant and CoC Board</b>
Plan for the CoC	Approve annual application to HUD for Continuum of Care Program funding	<b>Continuum of Care</b>
Plan for the CoC	Participate in the Consolidated Plan	<b>CoC Lead Agency</b>

## V. Reviewing and Updating the Charter

### Process for Updating the Charter

At least once every year, the Pinellas Continuum of Care must review this Governance Charter in consultation with the CoC Lead Agency, Collaborative Applicant and HMIS Lead Agency. Members of the Pinellas Continuum of Care, Pinellas Continuum of Care Board, Collaborative Applicant, Lead Agency, or HMIS Lead Agency may make suggestions to the Executive Committee for updating. It is the Collaborative Applicant’s responsibility to review HUD rules, regulations, and guidance and to suggest updates to the Governance Charter. The updates must be presented on the agenda prior to the meeting. Updates to the Governance Charter require a 2/3’s vote of the members of the CoC Board. Housekeeping changes that do not change the content or intent of the charter can be made once a year by the CoC Board.

### Review and Updating History

Date Revision Approved	Summary	Summary of Vote
January 10, 2020	Section II – Board Membership – added 2 CoC Board seats designated specifically for Housing Authorities. The CoC Board now totals 27 members, 3 of which are Housing Authorities.	<p><b>MOTION:</b> Approve the recommendation of the Nominating Committee to increase Coc Board members from 25 to 27 by Amy Foster. A second is not required since the recommendation comes from the Nominating Committee. All in favor. None oppose. Motion passes.</p> <p><b>MOTION:</b> Duggan Cooley moves to add the representative, Stephanie Owens, from the St. Petersburg Housing Authority to the Board. Seconded by Trenia Cox. All in favor. None oppose. Motion passes.</p> <p><b>MOTION:</b> April Lott moves to move Stephanie Owens from a Business seat to a Housing Authority seat. Stephanie Owens agrees to vacate the Business seat and represent in the Housing Authority seat. Lariana Forsythe seconds. All in favor. None oppose. Motion passes.</p>
July 9, 2021	CoC Membership Meetings changed from four per year to two per year CoC Board Membership – increased from 27 seats to 29. Reduced Housing Authority seats from three to two; added one At Large seat to increase from three to two; added a Veterans/Veterans Services seat; added a Workforce	

	<p>Development or Transportation seat. HMIS Governance and Strategic Planning moved to be subcommittees under Executive Committee.</p>	
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Date Revision Approved	Summary of Actions Taken	Motioned by	Seconded by	Pass/Fail
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