

**Governance and Policy Statements
Circle of Caring Homelessness Board
Carroll County, Maryland**

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Section 1: Purpose, Mission and Vision Statement

The mission statement of the Circle of Caring Homelessness Board (CoCHB):

To empower all citizens of Carroll County to be self-sufficient, have stable housing and a safe, healthy life by maximizing community collaboration.

The vision statement of the Circle of Caring Homelessness Board (CoCHB):

One community, home for all.

Designated by the Board of Carroll County Commissioners in April 1997, the (CoCHB) is a voluntary board composed of concerned citizens and organizations representing Carroll County's system of outreach, engagement and assessment; prevention; emergency shelter; rapid re-housing; transitional housing; permanent housing; and supportive services.

The CoCHB represents through its membership the many sub-populations impacted by homelessness as well as homeless or formerly homeless individuals. The membership also represents the many and varied organizations working on behalf of those in need in Carroll County, Maryland.

The CoCHB, with fiscal and administrative oversight and leadership from Carroll County Government, establishes the structure required by HUD and MD DHCD.

Section 2: Membership

- A. The CoCHB shall consist of consumers, individuals, volunteers, and multiple agencies, both public and private, who share a common interest in providing a continuum of services in response to community need.
- B. The membership of the CoCHB shall be composed of private organizations, citizens, and representatives of the public sector to comply with state and federal grant requirements, participation will be sought from the following types of public/ private agencies
 - a) State Government Agencies
 - b) Local Government Agencies
 - c) Public Housing Agencies
 - d) School Systems/Universities
 - e) Law Enforcement/Corrections Agencies
 - f) Local Workforce Investment Act Boards
 - g) Non-Profit Agencies
 - h) Faith Based Organizations
 - i) Funders and Advocacy Groups
 - j) Businesses
 - k) Hospital/Medical Representatives
 - l) Homeless or Formerly Homeless Persons
 - m) Consumers of Services
 - n) Private Citizens
- C. To comply with state and federal grant requirements, participation will be sought from entities which serve the following subpopulations:
 - a) Persons with Serious Mental Illness
 - b) Persons with Substance Use Disorders
 - c) Veterans
 - d) Persons living with HIV/AIDS
 - e) Domestic Violence Survivors
 - f) Unaccompanied Youth
 - g) Chronically Homeless Individuals and Families
 - h) Homeless Families with Children
- D. Each member of the CoCHB shall attend meetings and actively participate in the planning and decisions of the CoCHB.
- E. Each member of the CoCHB shall serve without compensation.
- F. A member may resign at any time by giving notice of such resignation to the Recording Secretary of the CoCHB.
- G. Members shall reaffirm their membership in the CoCHB on an annual basis and update contact information.
- H. New members will be invited at least annually through email lists, press releases and notice on the CoCHB website.

Section 3: Officers

- A. The officers of the CoCHB shall consist of a Chair and Co-Chair who shall be elected by a majority vote of the members of the CoCHB; and a Recording Secretary who shall be the Administrative Assistant to the Director of Carroll County Government's Department of Citizen Services.
- B. The Chair may be from either the private or public section. The Chair and Co-Chair may not receive direct benefit of the programs coordinated by the CoCHB at the time of their appointment. The Chair and Co-Chair shall serve a term of two (2) years with an option of two (2) additional years by majority vote. The Chair and Co-Chair will serve staggered terms. The Chair shall preside at all meetings of the CoCHB, and in the Chair's absence, the Co-Chair shall preside.
- C. The Recording Secretary shall distribute agendas, record CoCHB meetings; produce and disseminate minutes; record votes; schedule meetings and publicize meetings; and maintain the email distribution list.

Section 4: Meetings and Voting

- A. The CoCHB shall hold regular meetings at a time and place designated by the Chair. In any event, the CoCHB shall hold meetings at least every other month.
- B. Special meetings of the CoCHB shall be called by the Chair, or whenever a special meeting is requested in writing by any two (2) members.
- C. Written notice of all meetings shall be given by mail or e-mail. Notice shall be given at least ten (10) days in advance of all regular meetings.
- D. CoCHB meetings are open to the public, there is public notification for meetings and a written agenda is sent in advance of the meeting.
- E. Each member Agency is entitled to one (1) vote. For the purpose of conducting official business of the CoCHB, all votes shall be by a simple majority of members present.

Section 5: Conflicts of Interest

- A. Members of the CoCHB are expected to act objectively without being or appearing to be motivated by private gain with respect to any action upon a matter before the CoCHB. It is the responsibility of every CoCHB member to declare his/her interest in a matter before the CoCHB.
- B. A conflict of interest includes, but is not limited to, the following:
 - a) Solicitation or acceptance of gratuities, favors, services or anything of monetary value.
 - b) Participation in the selection or award of a procurement or contract for services where, to the member's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for any award:
 - (1) the CoCHB member;
 - (2) any member of the CoCHB member's family;
 - (3) a business partner of the CoCHB member; or

- (4) any person or organization which employs any of the above or with whom any of the above has prospective employment
 - c) Casting a vote on the provision of services to be provided any application approved by the CoCHB member or any organization that the CoCHB member directly represents.
 - d) Voting on any matter which would provide direct financial benefit to the CoCHB member.
- C. Prior to discussion of any matter over which the CoCHB or any of its committees has a review or on which it will take a vote, the following procedures will be followed:
- a) The member shall declare his/her interest in the matter.
 - b) Any person present at a meeting may raise a possible conflict of interest of any member and provide reasons for the claim. The CoCHB shall decide by a majority vote whether or not the claim raised constitutes a conflict of interest.
 - c) After an interest has been disclosed or raised and substantiated, the member shall not participate in the discussion or vote on the matter.
- D. Members with actual or perceived conflicts of interest shall be prohibited from serving on any procurement, grant, or financial committees.

Section 6: Continuum of Care (CoC) Executive Board

- A. The CoCHB will establish a CoC Executive Board to meet HUD requirements as detailed in 24 CFR Part 578 (<http://www.gpo.gov/fdsys/granule/CFR-2013-title24-vol3/CFR-2013-title24-vol3-part578/content-detail.html>)
- B. Membership will represent the following agencies and homeless subpopulations
- a) Homeless or previously homeless individual
 - b) CoCHB Officers
 - c) County Government: Citizen Services, Grants Office, American Job Center
 - d) Community Action Agency
 - e) State Agencies: DSS, Health Department
 - f) Collaborative Applicant for CoC
 - g) Recipients of CoC Grant Funds
 - h) HMIS Lead
 - i) All Public Housing Authorities within the CoC jurisdiction
- C. In addition, agencies serving the following subpopulations must be represented:
- a) Domestic Violence Survivors
 - b) Veterans
 - c) Persons with Substance Use Disorders
 - d) Chronically Homeless
 - e) Persons with Serious Mental Illness
 - f) Families with Children
 - g) Unaccompanied Youth
 - h) Homeless and At-Risk of Homeless
 - i) Persons living with HIV/ AIDS
- D. Meetings
- a) The CoC Board will meet at least quarterly, and all meetings will be open to the public
 - b) Meeting agendas and minutes will be posted to the CoCHB website

- c) Reports will be presented at CoCHB meetings
- E. Board Selection
- a) The CoC Board members will be approved annually by the CoCHB by simple majority vote.
- F. Voting
- a) Each organization represented on the CoC Board will have one vote.
 - b) Each organization will designate a representative to vote on behalf of their organization. Each designee will be limited to voting on behalf of one organization during any given meeting.
 - c) Items requiring approval will require a simple majority vote
 - d) The CoC Board will abide by the CoCHB Conflict of Interest policy (Section 5)
- G. Responsibilities
- a) Continuum of Care Annual Competition
 - i) Approve CoC project ranking
 - ii) Approve application prior to submission
 - b) Review/approve prior to submission and/or use
 - i) HIC/PIT Methodology
 - ii) PIT and HIC Counts
 - iii) LSA and Performance Measures
 - iv) CoC Project Ranking Tool
 - c) Develop/review/approve Annual Strategic Planning including Gaps Analysis
 - d) Develop/review/approve policies annually for:
 - i) Written Standards for Assistance
 - (1) Continuum of Care Programs (if funded)
 - (a) Transitional Housing
 - (b) Rapid Re-Housing
 - (c) Permanent Supportive Housing
 - (d) Shelter Plus Care
 - (2) Emergency Solutions Grant Programs
 - ii) Reallocation Policy
 - iii) Outreach
 - iv) Coordinated Entry
- H. Project Performance and Monitoring - Continuum of Care and ESG
- a) Standards for project performance will be reviewed annually by the CoC Board and will incorporate HUD requirements and local standards.
 - b) The CoC Board will review program performance annually with reports provided by collaborative applicant staff.
 - c) Projects that do not meet the performance targets established in the CoC application, or are not compliant with program or grant management, as documented during monitoring or evaluation may have their grant reduced or reallocated during the renewal process per CA/UFA Policies and Procedures.
 - d) Resource utilization will be reviewed quarterly
- I. Develop and review annually, with support from the Collaborative Applicant, CoC-wide performance measures consistent with HUD requirements including those that address:
- a) Reduce number of homeless
 - b) Reduce the number of persons experiencing homelessness for the first time

- c) Reduce length of time individuals and families remain homeless
 - d) Reduce returns to homeless after placement in permanent housing
 - e) Increase income of homeless adults
 - f) Increase percentage of person who stay housed
 - g) Increase percentage of homeless placed in shelter/housing from street outreach
- J. Monitor semi-annually, with reports from the collaborative applicant, the CoC-wide performance measures listed in Section 6.I.
- K. Oversee work of:
- a) Community ServicePoint (HMIS) Lead
 - i) Purpose
 - (1) To ensure compliance with HUD standards for HMIS in the CoC's geographic area
 - (2) Review and approve annually the following HMIS plans
 - (a) Privacy Policy
 - (b) Data Quality Plan
 - (c) Security Plan
 - b) Outreach Committee
 - i) Purpose
 - ii) The homeless population least likely to come in for homeless services per the CoC outreach policy and cover the entire geographic area
 - c) Data Performance Committee
 - i) Purpose
 - (1) To analyze systemwide data impacting homelessness issues.

Section 7: Committees

The CoCHB will establish committees to carry out specific tasks. Committee Chairs shall be volunteers and will select a recording secretary for each Committee. The Committee Chairpersons will report to the CoCHB at regular meetings. Committees include:

- A. CoC Executive Board
 - a) Members
 - a.) Committee Chair – CoCHB Co-Chair
 - b.) Key management/director level staff from local and state agencies, homeless service providers, faith-based organizations, local businesses and municipality officials and homeless representatives.
 - b) Purpose
 - a.) Develop and oversee implementation of the County's plan to end homelessness by representing all areas in the Continuum of Care and coordinating goals and objectives with all communities and agencies.
- B. Special Population Committees
 - a) Special Populations include:
 - a.) Veterans
 - b.) Chronic
 - c.) Youth
 - b) Purpose

- a.) To develop projects to improve availability of shelter or permanent housing to meet the needs of homeless persons and those at risk of homelessness.
- b.) To identify and address common root causes of homelessness through use of barrier assessments.
- c.) Reviewing homeless consumer by name list, with permission from consumers, in order to match appropriate housing options to consumers in need of housing.

C. Other Committees

- a) Advocate Federal, State, and local legislators on homeless funding and policy decisions
- b) Emergency Food and Shelter Program (EFSP) Board
 - a.) Purpose
 - (1) Annually, the Local EFSP Board will oversee the submission, ranking and selection of applications for EFSP funding.
 - b.) Approval
 - (1) Board selections will be approved by the CoCHB
- c) Ad Hoc – As needed
- d) Affordable Housing

Section 8: Fiscal Year

- A. The CoCHB shall operate on a fiscal year calendar, beginning on July 1 and ending on June 30.

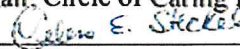
Section 9: Amendments

- A. If changes in the Governance Charter and Policy Statement are needed, such amendments shall be published in advance and approved by a simple majority of the CoCHB. Such amendments shall then be submitted for approval to the full CoCHB membership.
- B. Approval by the Carroll County Circle of Caring Homelessness Board is necessary before any amendments may take effect.

ADOPTED, this 15 day of November, 2021.

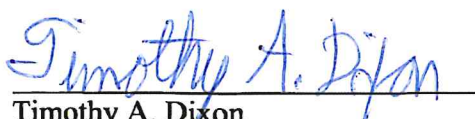


Chair, Circle of Caring Homeless Board



Co-Chair, Circle of Caring Homeless Board

Approved for legal sufficiency:



Timothy A. Dixon
Assistant County Attorney