

Governance Charter

County of Riverside Continuum of Care

AMENDED: FEBRUARY 24, 2021

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**GOVERNANCE CHARTER
OF THE COUNTY OF RIVERSIDE CONTINUUM OF CARE**

Article I. NAME

The name of this organization shall be "The County of Riverside Continuum of Care" and shall hereinafter be referred to in this charter as the "CoC."

Article II. CONTINUUM OF CARE

Section 2.01 Mission

The CoC will prevent and end homelessness for persons experiencing housing crises in Riverside County by serving as coordinated, collaborative, community stakeholders who provide housing, services and planning solutions.

Section 2.02 Vision

By 2027, our community will be one where homelessness is rare, brief and non-recurring. Our coordinated and collaborative network prevents homelessness. No one in our community is forced to live on the streets. We have the required resources available to ensure that everyone in need has a fair and equitable opportunity for affordable and safe housing. Our priorities are so compelling that funding is readily available and people are investing in solutions. Our performance is at a level that builds confidence among stakeholders, funders, and constituents. Our reputation as a community is enhanced because of our work, and we are known for practical innovations that help people and organizations.

Section 2.03 Specific Purpose of the CoC

The CoC is comprised of public and private agencies along with community residents including homeless and formerly homeless individuals. The CoC was designed to assess the need for homeless and affordable housing services and to develop and implement a Continuum of Care plan for the region on behalf of individuals and families who are currently living in homelessness or at risk of becoming homeless.

The County of Riverside CoC is the planning body that coordinates the community's policies, strategies and activities toward ending homelessness.

In addition to the purposes of the CoC as stated in 24 Code of Federal Regulations 578.1, the CoC shall endeavor to:

- a. Make possible for homeless, at-risk for homelessness, very low, low and moderate-income individuals and families the ability to attain and maintain safe, decent, affordable housing and supportive services.
- b. Review and make recommendations regarding proposed homeless services projects through the U.S. Department of Housing and Urban Development (HUD) NOFA process.
- c. Be responsible for the coordination of the census of homeless persons in the County as required by the U.S. Department of Housing and Urban Development (HUD) or as defined by the CoC to meet the needs of the county.
- d. And to: Review and make recommendations regarding proposed homeless services projects through federal, state, county, city, and/or through private sources of funding.

Section 2.04 Limitations

No substantial part of the activities of this CoC shall consist of lobbying or propaganda, or shall otherwise attempt to influence legislation, except as provided in section 501(h) of the Internal Revenue Code of 1986. This CoC shall not participate in or intervene in (including publishing or distributing statements) any political campaign on behalf of or in opposition to any candidate for public office.

Article III. PRINCIPAL OFFICE

The principal office location of the CoC shall be in the State of California, County of Riverside in the City of Riverside.

Article IV. ORGANIZATIONAL STRUCTURE

The CoC shall be composed of three main bodies – the CoC membership, the Board of Governance (BOG) and Homeless Management Information System (HMIS) & Coordinated Entry System (CES) Oversight Administrators Council– as well as standing committees and workgroups as created by the CoC.

Article V. THE CONTINUUM OF CARE

Section 5.01 CoC Roles

The CoC will address housing and supportive services issues for individuals and families who are currently living in homelessness or at risk of becoming homeless within the County of Riverside on a regional level. The CoC will be responsible to:

- a. Administer CoC directives;
- b. Implement U.S. Department of Housing and Urban Development (HUD) and CoC program rules and regulations;
- c. Implement CoC projects and activities;
- d. Advance activities and concerns relative to identified housing and supportive service needs of individuals and families who are currently living in homelessness or at risk of becoming homeless within the County of Riverside;
- e. Develop and coordinate a regional CoC service network;
- f. Provide a forum for the full CoC membership to discuss issues and propose resolutions relative to the advancement of homeless issues.

Section 5.02 CoC Composition

The CoC shall consist of members of the public who reside in Riverside County and/or representatives from relevant organizations within the County of Riverside (“County”) organized to carry out the duties provided for pursuant to rules and regulations promulgated by HUD. Relevant organizations include, but are not limited to: nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.

Section 5.03 Becoming a Member of the CoC, Voting Rights, and Maintaining Membership

Becoming a Member

Any interested stakeholder within the County of Riverside may request to become a member of the CoC. There are two forms of membership, membership of an organization and membership as an individual. **Membership is established when an interested stakeholder submits a completed CoC Membership application.** Applications can be obtained by emailing the Collaborative Applicant at CoC@rivco.org.

To become a voting member of the Riverside County CoC, either as an organization or an individual the following is required:

- Complete a membership application by emailing the Collaborative Applicant at CoC@rivco.org;
- Attend three consecutive CoC meetings (at the fourth meeting, the new voting organization request will be placed on the meeting agenda as a consent item.)

Voting Rights

CoC members obtain and retain voting privileges through attendance and participation in accord with established policies.

Each voting member of the CoC can vote on any actionable item that is presented to the CoC for a vote. Each voting member shall designate a delegate and an alternate delegate who would be present to cast the member's vote. Each organization shall be allowed to cast one vote per organization. Any member who has a financial interest in any outcome of any voting issue must declare a conflict and not cast a vote.

Maintaining Membership

- To maintain membership in good standing, voting members are required to attend fifty percent plus one (50% +1) CoC meetings per year (not including standing committee meetings and other events).
- If any member misses two consecutive CoC meetings, they rescind their voting privileges; voting privileges can be re-established after the member attends three consecutive CoC meetings.
- If a member's appointed representatives are unable to attend the CoC meeting, a proxy letter should be obtained from the Collaborative Applicant (HHPWS CoC Division) by emailing CoC@rivco.org.
- Paid employees/volunteers of a voting organization, who are the designated representative for that organization, are not allowed to also join the CoC as an individual member.
- Each organization or individual must select a delegate that will vote for the organization.
- An individual identified as the delegate for an organization cannot hold a dual membership as a public member.
- Each organization shall also select an alternate delegate who will vote in the absence of the assigned voting delegate.
- The designation of the delegate and alternate for an organization should be submitted in writing to the CoC Chair on organization letterhead.

Section 5.04 Duties of the CoC

The CoC is required to perform the following duties:

V.4.1 Operation of the CoC

- a. Designate and monitor a collaborative applicant, which shall include review of the MOU at least bi-annually;
- b. Conduct meetings of the CoC membership at a frequency agreed to by CoC membership but no less than semiannually;
- c. Issue public invitations at least annually for new members within the geographic area to join;
- d. Appoint committees, standing committees, or workgroups;
- e. Update this charter to ensure compliance with federal regulations at least annually;
- f. Establish performance targets of the CoC, monitor the performance of recipients, evaluate outcomes of programs, and take appropriate action to achieve the goals of the CoC;
- g. Evaluate outcomes of projects funded under the Emergency Solutions Grants ("ESG") program and the CoC program, and report to HUD;
- h. Establish written standards and policies for providing assistance to the homeless population, including policies to determine who is eligible for assistance from the CoC funded programs.
- i. Provide direction and oversight to the regional working groups and standing committees of the CoC;
- j. Develop guidelines and provide oversight to the annual HUD application process;
- k. Responsible for all matters pertaining to CoC membership;
- l. Conduct an annual planning process that fulfills the vision and mission of the CoC;
- m. Ensure that annual election of BOG members is undertaken;
- n. Educate the community on homeless issues;
- o. Provide advice and input on the operations of homeless services.

V.4.2 Operation of the HMIS

The CoC is accountable for the County of Riverside's Homeless Management Information System (HMIS), even if another organization is designated to operate it. The CoC is responsible for the following HMIS functions:

- a. Designate a single HMIS vendor for its geographic area.
- b. Designate and monitor a single eligible applicant to serve as the HMIS lead to manage HMIS, which shall

include a review of the MOU at least bi-annually. Eligible applicants include nonprofits, state or local governments, or instrumentalities of State or Local governments.

- c. Ensure that HMIS is administered in compliance with requirements prescribed by HUD.
- d. Review, revise, and approve an HMIS privacy plan, security plan, and data quality plan.
- e. Ensure the consistent participation of recipients and sub recipients in HMIS.

V.4.3 CoC Planning

- a. Coordinate the implementation of housing and service systems within the County containing outreach, shelter and support services, and prevention strategies;
- b. Conduct a point-in-time count of individuals and families who are currently living in homelessness or at risk of becoming within the County as required by HUD;
- c. Conduct an annual gaps analysis of the homeless needs and services available within the County
- d. Research, identify and develop additional sources of funding;
- e. Provide information required to complete the Consolidated Plan(s);
- f. Consult with ESG recipients within the County regarding the allocation of ESG funds.
- g. Develop annual goals and work plans for the CoC, including the evaluation of those goals, objectives, and programs (work plans).

Section 5.05 CoC Officers

The CoC Officers should be comprised of a chairperson, a vice-chairperson, and a secretary.

V.5.1 Chairperson

The Chairperson shall be elected by the CoC membership and shall serve for a term of two years beginning July 1 of the calendar year, with terms expiring June 30. The Chairperson shall have the following responsibilities:

- Conduct all CoC meetings;
- Ensure the actions of the CoC/BOG are consistent with this Charter, the laws of the State of California and HUD rules and regulations;
- Review and protect the mission of the CoC;
- Speak or assign someone to speak on behalf of the CoC, as requested;
- Ensures that individual standing committees' performance is regularly reviewed and identifies the process for CoC renewal through recruitment of new members for the CoC and for standing committees;
- Sets the CoC meeting schedule and agenda with assistance of the collaborative applicant;
- Guides the CoC to move forward in addressing or implementing activities, issues, regulations, etc. that address issues of individuals and families who are currently living in homelessness or at risk of becoming homeless;
- Guides the CoC in short- and long-range planning;
- Ensures all CoC members are involved in the decision-making process;
- Advocates for the mission of the CoC;
- Acts as liaison to the BOG by serving as an ex-officio BOG member;
- Ensures the CoC is in compliance with the Brown Act (California Government Code section 54950 et seq.).

V.5.2 Vice-Chairperson

The Vice Chairperson shall be elected by the CoC membership and shall serve for a term of two years beginning on July 1 of the calendar year, with terms expiring on June 30. The Vice Chair shall act when the Chairperson is unavailable to act.

V.5.3 Secretary

The Secretary shall be a non-voting officer represented by the Collaborative Applicant. The Secretary shall be responsible for ensuring the records and minutes of the membership meetings are properly recorded, reviewed, and distributed in a timely manner. He/she will ensure maintenance of records of meeting attendance and performs other such duties as may be delegated.

Article VI. THE BOARD OF GOVERNANCE

The Board of Governance (BOG) is comprised of elected members who advocate for and provide information and/or recommendations to the County of Riverside Board of Supervisors, local government and other elected officials. The BOG also monitors the overall effectiveness of the CoC planning processes and activities.

Section 6.01 BOG Membership (in accordance with CFR 578.7)

BOG Members are elected into office by the CoC membership to act on behalf of the Continuum. Board members must: (1) Be representative of the relevant organizations and of projects serving homeless subpopulations; and (2) Include at least one homeless or formerly homeless individual. Relevant organizations include, but are not limited to: nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.

Section 6.02 BOG Membership Structure and Election of members

The CoC BOG is comprised of 16 members, one of which serve as an ex-officio member. The Board will maintain an odd number of members and/or representatives from various groups or organizations as outlined below:

Private and Non-Profit Sector: 6 Seats

- 3 seats representing the private sector
- 3 seats representing the non-profit sector

Formerly Homeless: 2 Seats

- 1 seat representing an individual currently living in homelessness or who has formerly experienced being homeless.
- 1 seat representing a homeless/formerly homeless youth under the age of 25 at the time of election.

Public Sector: 6 Seats

- 5 seats representing government agencies
- 1 seat representing the County of Riverside Board of Supervisors, appointed by the Board of Supervisors Office

CoC Chairperson (With CoC Approval 10/28/20): 1 Seat

- 1 Seat for the CoC Chair

Ex-officio: 1 seats (non-voting)

- 1 seat is the Collaborative Applicant, which serves as Secretary

Section 6.03 Term and Election of BOG members

Each BOG member will hold office for a term of three (3) years from date of election to office. Consistent with the Riverside County Board of Supervisors Board Policy A-21, elections shall take place so that new board members will take office beginning on July 1 of the calendar year, with terms expiring on June 30.

Section 6.04 Resignation from BOG and elections to fill vacancies

A BOG member who desires to resign from office must submit a letter of resignation. Upon acceptance of a letter of resignation, a call for nomination through the full CoC membership will be undertaken through the normal election process, as outlined below, to fill the vacant position. Any BOG member who is appointed to fill a vacant seat shall serve out the term of the member who vacated.

Section 6.05 Duties of the BOG

The CoC delegates the following duties to the BOG:

- Advocates for and monitors the implementation of the CoC Strategic Plan and any subordinate plans as appropriate;

- Monitors and approves the overall effectiveness of the CoC planning processes and activities and provides guidance, feedback and advocacy as appropriate;
- Approves recommendations made by the Independent Review Panel for the annual HUD CoC Program Consolidated Application on behalf of the CoC;
- Approves recommendations made by the CoC, with the exception of clearly delegated items such as the annual CoC Program Competition.
- Communicates concerns and recommendations to the County of Riverside Board of Supervisors regarding countywide homeless policies and issues;
- Provides information and/or recommendations to local governments and elected officials about regional affordable housing and homeless policies and issues;
- Performs other duties as established by the CoC.

Section 6.06 BOG Officers

The BOG officers shall be comprised of a Chairperson, a Vice-Chairperson and a Secretary.

VI.6.1 Chairperson

The Chairperson shall be elected by the BOG membership and shall serve for a term of two years. The Chairperson shall have the following responsibilities:

- Conduct all BOG meetings;
- Ensure the actions of the CoC/BOG are consistent with this Charter, the laws of the State of California and HUD rules and regulations;
- Review and protect the mission of the CoC;
- Speak or assign someone to speak on behalf of the CoC/BOG, as requested;
- Set the BOG meeting agendas;
- Guides the BOG to move forward in addressing activities, issues, regulations, etc. that address issues of individuals and families who are currently living in homelessness or at risk of becoming homeless;
- Advocate for the mission of the CoC;
- Ensure the BOG is in compliance with the Brown Act (California Government Code section 54950 et seq.).

VI.6.2 Vice-Chairperson

The Vice Chairperson shall be elected by the BOG membership and shall serve for a term of two years. The Vice Chair shall act when the Chairperson is unavailable to act.

VI.6.3 Secretary

The Secretary shall be an Ex-Officio, non-voting officer represented by the Collaborative Applicant. The Secretary shall be responsible for keeping the BOG records, all correspondence, and other documents/papers as may be related to the business of the BOG.

Section 6.07 CoC Board of Governance Attendance/Absence

- BOG members shall not miss more than two (2) meetings during any calendar year.
- If unusual circumstances occur that may require a member to miss more than the two (2) meetings, a vote of the BOG shall be required to determine whether or not a member may retain their position on the Board.
- Vacancies shall be filled in accordance with Riverside County Board of Supervisors Policy A-21, Section 5(e)

Section 6.08 CoC Board of Governance Meetings

The BOG shall meet at least four (4) times a year (preferably once a quarter). Unless otherwise noted, BOG meetings shall take place at a location to be determined by the BOG members. Meetings of the Board of Governance will be available via teleconference in compliance with California Brown Act regulations.

Article VII. HMIS & CES OVERSIGHT ADMINISTRATORS COUNCIL

The HMIS & CES Oversight Administrators Council consists of a council of HMIS agency administrators, HMIS and CES lead staff and others gathered to provide oversight, guidance and data quality assurance within the chosen HMIS and CES systems, on behalf of the County of Riverside CoC. The Council is also responsible for developing, monitoring the progress and impact of, and periodically recommending any necessary revisions to an implementation plan a coordinated access and assessment system for all homeless and prevention resources.

Section 7.01 Membership is comprised of

- Designated HMIS Administrators of CoC programs (required participation)
- HMIS Lead Agency Staff
- Participating Agency staff
- Others as deemed appropriate by Council/CoC

Section 7.02 Council Essential Functions on behalf of the CoC

- Holds regularly scheduled meetings;
- Determines of policies/procedures governing the HMIS system for CoC;
- Provides oversight to HMIS lead agency; Governs and oversight of HMIS planning, participation, coordination of resources, coordination of data and data integration;
- Oversees of the security policies which supports and protects the rights and privacy of clients;
- Oversees of development and maintenance of a coordinated data system;
- Oversees of determination of the software application used in HMIS system;
- Reviews HMIS data for accuracy, reporting and compliance on a regular basis;
- Ensures HMIS lead agency provides regular training on ethics and client confidentiality;
- Ensures HMIS is governed in accordance with CoC and HUD expectations;
- Monitors HMIS lead agency on a regular basis;
- Ensures monitoring is conducted by lead agency of participating agencies for compliance;
- Ensures agencies are collecting all necessary data to produce required reporting;
- Ensures agency participation;
- Ensures accuracy of CoC NOFA and AHAR reporting;
- Develops and regular updating the HMIS charter;
- Assists in the CoC Lead agency planning of the Point-in-Time count;
- Provides education about the HMIS system to the COC and others as needed;

Article VIII. STANDING COMMITTEES & AD HOC WORKGROUPS

Section 8.01 Standing Committee & Ad Hoc Workgroup Structure

VIII.1.1 The purpose of the Standing Committees and Ad Hoc Workgroups is to:

- Follow the goals and mission of the CoC
- Establish a work plan
- Make recommendations to the CoC
- Carry out approved work plan
- Provide regular updates to the Continuum of Care

VIII.1.2 The following Standing Committees & Ad Hoc Workgroups are hereby established:

- a. Youth Advisory Committee & Youth Action Board Committee
- b. Policy and Advocacy Committee
- c. Planning Ad Hoc
- d. Standards/Evaluation Ad Hoc

VIII.1.3 The roles of the Standing Committees & Ad Hoc Workgroups are as follows:

- a. **Youth Advisory Committee & Youth Action Board:** The Youth Advisory Committee advises the CoC on the preparation of the Youth Homelessness Demonstration Program application, the Youth Point-in-Time Count, and on issues and strategic planning activities related to ending youth homelessness. The Youth Action Board (YAB) is made up of homeless and formerly homeless youth between the ages of 18-24. YAB members serve the common good of the community and provide a voice for youth in policymaking decisions of the Riverside CoC, particularly on policies that relate to preventing and ending youth homelessness in the coordinated community plan. YAB members serve as youth experts that review and provide input on all youth project applications. YAB members also serve as ambassadors to strengthen relationships among all members of the community, promote youth activism in governmental affairs, and act as a resource for the CoC Board of Governance upon request.

- a. **Policy and Advocacy Committee:**
 1. Track priority bills that may affect legislative policies, program rules, and funding related to homelessness, housing, workforce development, and the Continuum of Care
 2. Develop annual legislative platform. Collaborate with the County of Riverside, Cities in Riverside County, and the Southern California Continuums of Care Alliance
 - a. Request Southern California Continuums of Care Alliance to evaluate and recommend positions on state and federal legislative policies, program rules, and funding related to homelessness, housing, workforce development, and the Continuum of Care
 - b. Request Riverside County to collaborate with California State Association of Counties to take positions on state and federal legislative policies, program rules, and funding related to homelessness, housing, workforce development, and the Continuum of Care
 - c. Request Riverside County Cities to collaborate with the League of California Cities to take positions on state and federal legislative policies, program rules, and funding related to homelessness, housing, workforce development, and the Continuum of Care
 3. Expand community education and engagement efforts to:
 - a. Increase awareness and compassion to reduce social stigmas
 - b. Increase awareness of homeless cost impacts resulting from non-solutions
 - c. Build support for private sector investment in effective homeless solutions
 - d. Increase the supply of affordable housing
 - e. Increase job placement, expand incomes and address self-sufficiency through workforce development and other applicable programs.
 4. Develop a funding strategy that would expand on existing resources currently used for assisting individuals and families who are currently living in homelessness or at risk of becoming homeless. Identify various funding sources that include, but are not limited to private, federal and state grants that would support the provision of homeless, housing and workforce development services in the County of Riverside.
 5. Review data and new areas of research about trends in homelessness and emerging solutions to cultivate a stronger relationship between policy, advocacy and research.

- b. **Planning Ad Hoc:** Develop and recommend plans, goals and strategies that will achieve the mission and goals of the CoC. Responsible for ensuring that the CoC remains in compliance with the Governance Charter.
 - Discharge Planning duties: Develop and implement a strategy to successfully reintegrate persons leaving institutional care to community-based living and self-sufficiency through effective use of community

services.

- CoC Membership as a standing item of the Planning Committee agenda which duties include:
 - Recommend and carry out a strategy to recruit new members and expand CoC capacity.
 - Recommend outreach strategies and develop membership recruitment tools.
 - Develop an orientation packet that includes material relevant to the Continuum of Care and the responsibilities for all members to review.
 - Responsible for requesting nominations and elections to vacant BoG board member or CoC Officer seats.

c. Standards/Evaluation Ad Hoc:

- Recommend baseline/performance standards for CoC in compliance with or in addition to funding guidelines/thresholds.
- Develop a process to evaluate performance of CoC and Emergency Solutions Grant (ESG) projects.
- Establish, train and support an annual funding application work group that consists of non-conflicted individuals.
- Responsible for conducting a gaps analysis for the CoC.

- 1) Each standing committee and ad hoc workgroup shall elect a chair, vice chair, and secretary to serve on the respective committee or ad hoc workgroup.
- 2) The chair of each committee shall be responsible for reporting activities, programs, projects, concerns, etc. of their respective committee to the CoC. Committee chairs and vice chairs are responsible for completing and submitting committee reports to the CoC Chair one week prior to each CoC meeting.
- 3) The respective standing committee members shall undertake vacancy of all other standing committee officers through election.
- 4) No term of office, membership, or attendance criteria shall be established by the CoC or the BOG for standing committees or workgroups. It shall be the responsibility of the members of the respective committees to establish these guidelines in compliance with California Brown Act regulations.
- 5) Recommendations from Standing Committee meetings shall be considered, High-Level Recommendations and Actions to the CoC membership.
- 6) Ad Hoc workgroups shall meet by the request of the CoC Chair and will not be held in compliance with California Brown Act regulations.

Section 8.02 Standing Committee Meeting Criteria

All Standing Committees shall meet on a quarterly basis at minimum, unless unforeseen circumstances prevent such a meeting schedule. In this instance, documentation must be made as to why the schedule was modified. Meetings of the CoC Standing Committees will be available via teleconference in compliance with California Brown Act regulations.

Quorum requirements shall apply.

Article IX. GENERAL ITEMS PERTAINING TO THE CoC

Section 9.01 Compensation

There shall be no compensation from the CoC for any CoC member, BOG member, HMIS Administrators Council member or Standing Committee members as a result of their services provided in association with the CoC.

Section 9.02 Location of Meetings

Unless otherwise stated in this charter, meetings of the CoC membership, BOG, HMIS Administrator's Council, and any Standing Committee meetings shall be held at a location determined by the members of those respective committees;

the Collaborative Applicant representative shall assist, if needed, in acquiring adequate meeting locations.

Section 9.03 Special and Emergency Meetings:

Special and/or Emergency Meetings of the CoC membership, BOG, HMIS Administrator's Council, and Standing Committees may be called at any time, subject to compliance with the Brown Act, as needed. Quorum requirements shall apply.

Section 9.04 Meeting Notices and Agenda Packets

All notices and agenda packets for any regular, special or emergency meeting of the CoC, the BOG, the HMIS Administrator's Council and/or Standing Committees shall comply with the Brown Act.

Article X. CODE OF CONDUCT

- 1) The solicitation and acceptance of gifts or gratuities by officers, members and collaborative applicants for personal benefit is strictly prohibited. Gifts or donations, for the benefit of the CoC, and used to accomplish the mission and objectives of the CoC, are acceptable as per CoC and/or Collaborative Applicant policy.
- 2) Gifts or donations made to the CoC, BOG, HMIS Administrators Council, and Standing Committees shall be forwarded to the Collaborative Applicant for accounting and management (control).
- 3) Violations of this article will be remedied by appropriate administrative and/or disciplinary action(s) as defined herein. Administrative/disciplinary actions include suspension or termination of voting privileges. Administrative/disciplinary actions may be applied to a person, an agency or both and shall be determined by a CoC vote.
- 4) The CoC Secretary shall provide a copy of the Charter to existing and new members of the CoC and BOG. Revision of this Charter shall require that a copy of the approved Amended Charter be distributed to all CoC members by first-class and/or electronic mail. Members are bound by the Code of Conduct by virtue of having received a copy of the Charter.
- 5) The CoC Secretary shall certify in a written certification on CoC letterhead that a copy of the Charter and any Amendments have been provided to all CoC members and retained on file.

Article XI. QUORUM, VOTING, AND CONFLICT OF INTEREST POLICY

Section 11.01 Quorum

A quorum for the CoC and HMIS & CES Oversight Administrators Council, shall constitute fifty percent plus one (50% + 1) of voting members present without a conflict of interest. A quorum for the BOG shall be fifty percent plus one (50% + 1) of voting members present without a conflict of interest. A quorum for Standing Committees shall be three or more CoC members with an application on file.

Section 11.02 Voting

At all meetings of the HMIS Administrators Council and Standing Committees, all duly authorized organization members and community-at-large members shall vote in person. Each organization and each community-at-large member shall have only one vote for any one motion, as per stated in the Charter. A vote may be made by proxy for any agenda item, however said proxy must state the time that the proxy applies to and is only valid for that specific item. A vote of fifty percent plus one (50+1%) of a quorum shall be required to carry a motion.

Section 11.03 Conflict of Interest

Members must comply with the conflict of interest and recusal process found in §578.95 Conflicts of interest in the HEARTH Act and any additional requirements per the Continuum of Care Board Governance Charter. All Board of Governance members must declare any conflict of interest they or their organizations have on any voting

issue. Members declaring a conflict shall not be counted towards determining a quorum for that particular action item. Organizations and Community-at-Large members are required to recuse themselves from discussion or voting on any issue in which they, or their organization, may have a financial interest. If a question arises as to whether a conflict exists that may prevent a member from voting, the Chairperson or designee may consult with designated County Staff to assist them in making that determination. In the event a member has not declared a conflict of interest, and there appears to be a conflict of interest or a conflict of interest is declared by others, County Counsel will make the final determination on whether there is a conflict. If a member chooses not to recuse themselves, despite the opinion of County Counsel, the board can make the final decision to vote on whether the member must recuse themselves.

New board orientation members will be required to sign Conflict of Interest form (to be developed).

Article XII. PARLIAMENTARY PROCEDURE

Robert's Rules of Order-Revised (2004) shall be the authority for all questions of procedure at all meetings.

Article XIII. MISCELLANEOUS

Section 13.01 Designation of Collaborative Applicant

The CoC designates The County of Riverside Department of Housing, Homelessness Prevention and Workforce Solutions as the Collaborative Applicant.

Section 13.02 Designation of the HMIS Lead Agency

The CoC designates The County of Riverside Department of Housing, Homelessness Prevention and Workforce Solutions as the HMIS Lead Agency.

Section 13.03 Fiscal Year

The fiscal year of the CoC shall be July 1st through June 30th.

Section 13.04 Amendment of the Charter

The Charter may be amended upon approval by fifty percent plus one (50%+1) of a quorum of the CoC members. The Collaborative Applicant shall mail or email to the full CoC a copy of any proposed Charter Amendment at least seven (7) days prior to the meeting at which Charter Amendment is to be considered for approval.

Section 13.05 Effective Charter Date

This Charter shall be effective on February 24, 2021 upon approval by the CoC.
Amendment: February 24, 2021

CERTIFICATE

This is to certify that the foregoing is a true and original copy of the Amended Charter of the County of Riverside Continuum of Care named in the title thereto and that such Charter is duly adopted by the CoC on the 24 day of February, 2021.

Dated: February 24, 2021

For questions regarding this document, please contact: Tanya Torno, CoC Deputy Director, at CoC@RivCo.org.

County of Riverside
Department of Housing, Homelessness Prevention and Workforce
Solutions (HHPWS)
CoC Division
Collaborative Applicant for HUD CoC Programs