



## Contra Costa Council on Homelessness Governance Charter & Bylaws

*Approved and Adopted by the Contra Costa Council on Homelessness on ~~May 7,~~  
2020DATE Approved and Adopted by the Contra Costa Board of Supervisors on ~~May~~  
12, 2020DATE*

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## Governance Charter

### Article I. Purpose

#### Section 1. Overview

This charter identifies the purpose, composition, responsibilities, and governance of the Contra Costa County Continuum of Care (hereinafter referred to as the CoC).

For the history and evolution of the CoC, including naming conventions, relationships to other bodies, and strategic plans, please refer to the Timeline in the Appendix.

#### Section 2. Background

The U.S. Department of Housing and Urban Development (HUD) sets specific responsibilities for communities that receive funds through the Homeless Continuum of Care Program (“CoC Program”) under the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act). HUD’s 2012 HEARTH Interim Rule at [24 C.F.R. Section 578.5 Part 578 \(Interim Rule\)](#) states that the CoC Program is designed to address homelessness through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs. This system must include, at minimum, outreach, engagement and assessment; shelter housing and supportive services; and homelessness prevention strategies.

Under the [Continuum of Care Interim Rule](#), the [Continuum of Care CoC](#) is established as the planning body responsible for meeting the [CoC Continuum of Care Program](#) goals and [ensure ensuring](#) the system includes the necessary resources for the community. The purpose of the CoC Program is to:

- Promote a community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States and local governments to quickly re-house individuals, including unaccompanied youth, and families experiencing homelessness, while minimizing the trauma and dislocation caused to those persons by homelessness;
- Promote access to and the effective use of mainstream programs by individuals and families experiencing homelessness; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

#### Section 3. Guiding Principle

~~Homelessness is first a housing issue, and necessary supports and services are critical to help people remain housed. Our system must be nimble and flexible enough to respond through the shared responsibility, accountability, and transparency of the community.~~

### Article II. Structure

#### Section 1. Contra Costa County Continuum of Care

- A. Contra Costa County provides coordinated housing and services to the community through public-private partnerships and collaborations, which function as a Continuum

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of Care (CoC). The CoC includes community members, housing and services providers, a governing body (Council on Homelessness), and an administrative entity and staff (Contra Costa Health Services' Health, Housing, and Homeless Services Division). The CoC in Contra Costa is formally known as the Contra Costa County Continuum of Care.

- B. The CoC has been established and operates in compliance with HUD regulations, including:
1. Published agendas and meeting minutes, and
  2. Monitoring reports of recipients and subrecipients.

### Section 2. Council on Homelessness

Each CoC must establish a board to act on its behalf. The board established by the Contra Costa CoC is the Council on Homelessness ("CoH" or "Council"). The Council:

- A. Is compliant with HUD's conflict of interest requirements, including documentation of a conflict of interest policy signed by all Council members;
- B. Maintains bylaws governing the operation of the CoC;
- C. Maintains a Board-board roster (including Council members' affiliations/representation(s));
- D. Establishes and guides administration of CoC and ESG-Emergency Solutions Grant (ESG) funding processes in compliance with state and federal requirements, including HUD requirements.

### Section 3. Collaborative Applicant & Administrative Entity

Contra Costa Health, Housing, and Homeless Services, a division of the Contra Costa County Health Services Department (a county governmental entity), is the collaborative applicant for the Contra Costa Continuum of Care (CoC). The collaborative applicant's role is to:

- A. Function as the Collaborative Applicant and Administrative Entity designated by the CoC to apply for and administer program funds for the CoC;
- B. Apply for HUD CoC planning funds on behalf of the CoC;
- C. Submit the consolidated application for HUD CoC funds;
- D. Develop a governance charter with the CoC; and
- E. Is designated by the Council on Homelessness to assist the Council and CoC comply with State and HUD CoC program regulations, as designated by the Council.

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## Bylaws

### Article I. Name of the Continuum of Care and the Contra Costa Council on Homelessness

#### Section 1. Contra Costa Continuum of Care

The name of this Continuum of Care (CoC) shall be the Contra Costa Continuum of Care, herein referred to as the Continuum of Care or the CoC. The Contra Costa Continuum of Care includes the full general membership of all community members committed to our guiding principle.

#### Section 2. Contra Costa Council on Homelessness

The name of this Continuum of Care's governing body shall be the Contra Costa Council on Homelessness, herein referred to as the Council on Homelessness, ~~or the Council,~~ or the CoH. The Council is comprised of the members serving in the seats outlined in Article IV. Council Membership and Committees.

### Article II. Overview and Mission

The Council is committed to the Housing First approach, and has established this Guiding Principle:

*"Homelessness is first a housing issue, and necessary supports and services are critical to help people remain housed. Our system must be nimble and flexible enough to respond through the shared responsibility, accountability, and transparency of the community."*

~~The CoC has identified two goals and three strategies for the implementation of this Guiding Principle:~~

- ~~• Goal 1: Permanent Housing~~
- ~~• Goal 2: Prevention~~
- ~~• Strategy 1: Coordinated Assessment~~
- ~~• Strategy 2: Performance Standards~~
- ~~• Strategy 3: Communication~~

The Contra Costa Council on Homelessness, ~~is~~ is appointed by the Board of Supervisors, ~~to~~ to provides advice and input on the operations of homeless services, program operations, and program development efforts in Contra Costa County. Further, the Council on Homelessness establishes the local process for applying ~~for,~~ for, reviewing reviewing, and prioritizing project applications for funding in U.S. Department of Housing and Urban Development (HUD) Homeless Assistance Grant Competitions, including the Continuum of Care (CoC) Program and the Emergency Solutions Grant (ESG) Program.

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The Contra Costa Council on Homelessness ~~is committed to centering the voices of people with lived experience of homelessness in matters of planning, policy development, strategy implementation, and communication to~~ provides a forum for the Continuum of Care to communicate about the implementation of strategies to prevent and end homelessness. The purpose of the forum is to educate the community on homeless issues ~~homelessness, and advocate on federal, state, county and city policy issues that affect people who are homeless or at risk of homelessness.~~

### Article III. Council on Homelessness Responsibilities

#### Section 1. Functions and Tasks

The Contra Costa Council on Homelessness is the planning body that coordinates the community's policies, strategies, and activities toward preventing and ending homelessness in Contra Costa County, California. It is a regional, year-round collective planning body of stakeholders ranging from ~~people with lived experience of homelessness to~~ non-profit service providers to local governmental entities. The Council's work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implementing strategic responses, educating the community on ~~homeless issues~~ ~~homelessness,~~ providing advice and input on the operations of ~~the homeless services~~ ~~system of care,~~ and measuring ~~the performance of the homeless system of care as it related~~ ~~relates~~ to serving ~~the homeless population~~ ~~people experiencing homelessness~~ in Contra Costa County.

The responsibilities of the Council include the development and implementation of all procedures and policies needed to comply with the HEARTH Act and relevant HUD regulations and guidance (see 24 C.F.R §578.7). The Council must consult with recipients of CoC and ESG funds within Contra Costa County and other homeless service providers ~~in order to~~ ~~to~~ coordinate care.

Further, it is the role of the Council to provide oversight and take direct action in the following areas:

#### A. COUNCIL ON HOMELESSNESS PLANNING

##### 1. Policies and Procedures

- i. ~~In consultation with the collaborative applicant and the HMIS Lead, Develop~~ ~~develop,~~ follow, and update ~~annually~~ the ~~Council on Homelessness Bylaws and Contra Costa County Continuum of Care Governance Charter and Council on Homelessness Bylaws,~~ ~~subject to approval by the County Board of Supervisors.~~
- ii. Vote on any action items that arise at Council on Homelessness meetings ~~that are on the agenda and within the Council's jurisdiction.~~
- iii. Review, rank, and recommend CoC and ESG Program Applications for submission to the Board of Supervisors, the California Department of Housing and Community Development, and HUD.

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2. Systems Development

- i. Implement a coordinated entry system focusing on quality assurance, access, interdependency between programs and interdependency between programs and clients, and addressing barriers.

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- ii. Develop and implement written standards for providing CoC assistance, including written policies and procedures as required by HUD.
3. Data, Analysis, and Evaluation
- i. Point-in-Time Count  
Plan for and conduct, at least biennially, a point-in-time count of homeless persons within Contra Costa County that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for ~~homeless persons~~ individuals and families experiencing homelessness, in general, and chronically homeless persons and veterans, specifically, as HUD requires.
  - ii. HMIS  
Design and operate the Contra Costa County Homeless Management Information System (Contra Costa HMIS) Project. Designate a single HMIS lead agency. Ensure consistent participation in HMIS by recipients and subrecipients, and that the HMIS is administered pursuant to all HUD requirements. In compliance with Sub-part B of the HUD Interim Rule on the Continuum of Care Program (24 C.F.R. Part 578) and the HMIS requirements, the HMIS Governance Charter, Policies and Procedures, and the Data Security, Quality, and Client Data and Privacy Plans outline specific details as to the relationship between the Council on Homelessness and the collaborative applicant, namely the Contra Costa Health Services' Division of Health, Housing and Homeless Services. These Bylaws fully incorporate those standards, policies, and plans.
  - iii. Performance Measurement  
Develop performance measures that can be used to inform a variety of tasks, including CoC Program competition project scoring and reporting; determining how federal, state, and local funds should be utilized; and, creating a responsive system that provides constructive support promoting efficiency by analyzing and responding to gaps in housing and service interventions offered in the system. Additionally, the Council will:
    - 1. Set targets that focus on real change and are meaningful (relevant to the desired impact), measurable, realistic (adaptable and flexible), and regularly assessed.
    - 2. Consult with recipients and subrecipients, evaluate their performance, and initiate corrective action with poor performers.
  - iv. Conduct an initial comprehensive assessment in coordination with ESG Program, and then annually conduct a gaps analysis of the needs of ~~homeless~~ people experiencing homelessness, as compared to available housing and services within Contra Costa County.
  - v. Facilitate and support the reporting of outcomes of CoC and ESG

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programs to HUD in coordination with the Collaborative Applicant.

### B. FUNDING COORDINATION

1. Facilitate and support the development of funds and resources for homeless services for individuals and families experiencing homelessness in Contra Costa County in partnership with local jurisdictions located in Contra Costa County. Specifically, the Council will:
  - i. Provide information required to complete the Consolidated Plan(s) within Contra Costa County.
  - ii. Consult with State and local government ESG recipients within Contra Costa County on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients. Further, in consultation with recipients of ESG funds within Contra Costa County, establish and consistently follow written standards for providing homeless services and housing assistance.

### C. COMMUNITY ENGAGEMENT

1. Encourage and develop public understanding and education on homeless homelessness and housing issues in relationship to identified strategies and effective approaches to prevent and end homelessness.
2. Advise the Board of Supervisors, the Health Services Director, and the Health, Housing, and Homeless Services Director, on the special needs of of the homeless people experiencing homelessness and matters of urgency regarding homelessness. Specifically, the Council will:
  - i. Provide information and education on homeless concerns around about the causes of and solutions to homelessness to the Board of Supervisors and cities located in Contra Costa County.
3. Make recommendations about long-range planning and policy formulation to the Board of Supervisors and cities located in Contra Costa County.

### Section 2. Transparency and Equitable Practices

The Council encourages all community members of the community to apply for a seat on the Council, participate in community meetings, group discussions, committees and working groups, and make recommendations to the Council aimed at preventing and ending homelessness. The Council aims to ensure a diverse population of community members contributes to deliberations and decision-making— including people with lived experience of homelessness consumers and community members. It is the The Council's objective aims to include and engage as broad a representation as possible of people of various abilities, ages, sexual and gender identities, immigration statuses, involvement with the criminal legal system, and racial, ethnic, and cultural backgrounds, and geographical representation within the County. To align with this effort, the Council conducts an annual recruitment effort by advertising open positions. Further, all interested persons are encouraged to attend meetings, provide input, and voice concerns to the Council.

The Council will strive for is committed to developing and maintaining a diverse membership that reflects, as closely as possible, -the demographics of the people experiencing

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~~homelessness in the County. In particular, the Council will strive endeavor to have significant representation of people with lived experience of homelessness and Black, Indigenous, and People of Color (BIPOC). Moreover, †The Council has a goal of having will endeavor to have at least one (1) Council member with lived experience of homelessness serving on each committee and working group. These targets. The Council's composition- will be monitored reviewed on an- annually-basis in furtherance of its goal to reflect and may be adjusted to reflect current needs and the current demographics of people experiencing homelessness in Contra Costa County.the community.~~

~~The Council follows all provisions of the Brown Act and the Better Government Ordinance in its conduct as a public body. CoC membership is open to any interested party, and is defined as participation in at least one CoC, Council, or committee meeting per year. Further, anyone interested in membership on the Council may submit an application in compliance with the process established by the Contra Costa County Board of Supervisors (see Article IV, Section 2 on Membership below for details).~~

~~The Council follows all provisions of the Brown Act and the Better Government Ordinance in its conduct as a public body.~~

### Article IV. Council Membership and Committees

#### Section 1. Eligibility

~~All members of the Contra-Costa Council on Homelessness must reside in or be employed in Contra-Costa County.~~

~~All members of the Council shall demonstrate a professional interest in, or personal commitment to addressing and alleviating the impact of homelessness on the people of the County of Contra Costa. To be eligible for Council membership:~~

- ~~A. NomineeCandidates and Council members must reside in or be employed in Contra Costa County.~~
- ~~B. NomineeCandidates and Council members must demonstrate a professional interest in, or personal commitment to addressing and alleviating the impact of homelessness on the people of Contra Costa County.~~  
~~NomineeCandidates and Council members must contribute unique expertise, opinions, and viewpoints on issues relating to homelessness issues.~~
- ~~C. NomineeCandidates and Council members must be willing to sign and abide by the Code ~~-of~~ Conduct and Conflict of Interest policy upon being seated as a Council member and annually thereafter.~~
- ~~D. Meet criteria for the designated seat~~

Unless specific qualifications are noted, individuals are eligible to serve in a seat with the following areas of representation if they work or volunteer in a role that provides services in the designated category. Individuals may also be eligible to serve ~~in a given~~ in each area of representation if they work or volunteer for an agency that provides services in the designated category. ~~Eligible candidates that meet all eligibility criteria and also have lived experience of homelessness will be given priority in the application selection process.~~

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### Section 2. Membership

Membership on the Council will be as shown in the chart below. The Council will make an annual invitation to the public for new members to apply for open seats. Each seat will have a term of two years expiring in alternating years, with the following areas of representation:

- |  |   |
|--|---|
| 1. Affordable Housing Developer                                  | <del>8-10.</del> Employment and Human Services Department (EHSD) Representative |
| 2. Behavioral Health Representative                              |   |
| 3. City Government Seat  | <del>9-11.</del> Faith Community Representative                                 |
| 4. CoC/ESG Program Grantee                                       | <del>10-12.</del> Health Care Representative                                    |
| 5. Community Member Seat   | <del>11-13.</del> Homeless Service Provider                                     |
| 6. <u>Lived Experience Advisor #1*</u>                           | <del>12-14.</del> Public Housing Authority                                      |
| 7. <u>Lived Experience Advisor #2*</u>                           | <del>13-15.</del> Public Safety Representative                                  |
| <del>6-8.</del> Education and Vocational Services Representative | <del>14-16.</del> Reentry Services Representative                               |
| <del>7-9.</del> Emergency Solutions Grants Representative        | <del>15-17.</del> Veterans Services Representative                              |
|  | <del>18.</del> Youth Representative**   |
|  | <del>16-19.</del> Workforce Development Representative                          |

**Commented [MM5]:** Previously "Consumer/Consumer Representative"

**Commented [MM6]:** Replaces "Public Safety Representative #2"

\* Lived Experience of homelessness is required to serve in this capacity.

\*\* Any youth or young adult between the age of 17 and 24 at the time they were appointed by the Board of Supervisors and with lived experience of homelessness may serve in this capacity.

All members are appointed by the Board of Supervisors and may have their appointments rescinded by majority vote of the Board of Supervisors.

In addition to the seats that have already been designated, outreach will be made to obtain participation in COH meetings and activities from groups including, but not limited to, the following:

- Affordable housing developers
- Agencies that serve survivors of human trafficking
- Community Development Block Grant (CDBG) /Home Investments Partnerships Program (HOME) / Emergency Solutions Grant (ESG) entitlement jurisdictions
- Disability advocates
- Disability service organizations
- Domestic violence advocates
- EMS emergency medical services/crisis response teams

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- Hospitals
- Individuals with current or past lived experience of homelessness
- Law enforcement
- LGBTQIA+ advocates\*
- LGBTQIA+ service organizations
- Local government staff/officials
- Local jails
- Mental health service organizations
- Mental illness/health advocates
- Other homeless subpopulation advocates
- Public housing authorities
- School administrators/homeless liaisons
- Street outreach teams
- Substance abuse/abuse advocates
- Substance abuse/abuse service organizations
- Victim service providers
- Youth advocates
- Youth homeless organizations

~~local government staff/officials, CDBG Community Development Block Grant/HOME Home Investments Partnerships Program/ESG Emergency Solutions Grant entitlement jurisdictions, law enforcement, local jails, hospitals, EMS emergency medical services/crisis response teams, mental health service organizations, substance abuse service organizations, affordable housing developers, disability service organizations, disability advocates, public housing authorities, youth homeless organizations, youth advocates, school administrators/homeless liaisons, victim service providers, domestic violence advocates, street outreach teams, LGBTQIA+ advocates\*, LGBTQIA+ service organizations, agencies that serve survivors of human trafficking, other homeless subpopulation advocates, homeless or formerly homeless persons/individuals with current or past lived experience of homelessness, mental illness advocates, substance abuse advocates.~~

In addition to the above requirements, both public- and private-sector seats should, as much as possible, include representation from people with lived experience of the following subpopulations or from organizations or agencies who serve these subpopulations: various homeless subpopulations such as: families with children, persons experiencing chronic homelessness; persons with chronic substance abuse/abuse issues; persons with HIV/AIDS; persons with serious mental illness/mental health challenges; seniors; veterans; victims/survivors of domestic violence, dating violence, sexual assault, trafficking, and stalking; and youth and young adults with a lived experience of homelessness.

~~persons with chronic substance abuse issues, persons with serious mental illness, persons experiencing chronic homelessness, persons with HIV/AIDS, veterans, families with children, homeless or formerly homeless youth and young adults, seniors, and victims of domestic violence, dating violence, sexual assault, trafficking, and stalking.~~

Upon expiration of the term of a Council seat, the seat will be vacated and available to be filled through the annual selection process. Council members whose seats expire are eligible to reapply for the seat they previously filled.

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If a seated Council member is unable to complete the two-year term ~~due to unforeseen circumstances~~, the Council may invite a replacement member, through the selection process, who shall serve out the remainder of the two-year term for that seat.

*\*LGBTQIA+ stands for lesbian, gay, bisexual, transgender, questioning/queer, intersex, and agender/asexual/ally and is also meant to be generally inclusive of those who don't identify as heterosexual and cisgender.*

### Section ~~3~~3. Selection Process

The Council will review all eligible applications for open seats annually. The Council will recommend new members through majority vote. This selection process ~~will~~ must be reviewed, updated, and approved by the CoC at least once every five (5) years as per 24 C.F.R. §578.7 (a)(3) ~~every five years at a minimum~~ regularly.

### Section ~~5~~4. Officers

The Council shall elect one ~~chair~~ Chair and one ~~vice~~ Chair to provide for the operation and conduct of business. Terms for the Officers shall be ~~two years~~ one year. Officers may serve no more than ~~two~~ four consecutive terms in the same Council seat. The Council must take action to replace an Officer within three months ~~from the date of vacancy to replace an Officer within an expired Council seat term when the post is vacated or the term is expired~~ expiration of term. During the time the Council is acting to replace person must be between the age of 17 and 24 at the time they are appointed by the Board of Supervisors. participation in the Contra Costa County CoC's Youth Action Council. Service in this seat also requires membership and

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an Officer in a Council seat that has expired, the Officer may continue to serve in that role until the Council ~~takes action to find~~ a replacement.

The Chair of the Council shall provide oversight for the operation of the Council. The Chair shall preside over meetings of the Council. The Chair may call for special meetings of the Council or its committees.

~~The Vice-Chair shall provide oversight for the operations of all sub-committees.~~ If the Chair is absent, or the office is vacant, the Vice-Chair shall assume responsibility for the operation of the Council.

### Section 5. Eligibility Criteria

#### ~~To be eligible for Council membership:~~

- ~~A. Nominees and Council members must contribute unique expertise, opinions, and viewpoints on homelessness issues.~~
- ~~B. Nominees and Council members must be willing to sign and abide by the Code of Conduct and Conflict of Interest policy upon being seated as a Council member and annually thereafter.~~

### Section 6. When A Seated Member No Longer Meets the Eligibility Criteria

If a seated Council member no longer meets the eligibility criteria for the seat to which they are appointed, the Council:

- A. May request the Council member to submit a statement of resignation to the Council within 30 days of the change.
- B. May recommend to the Board of Supervisors the removal of the member and the subsequent appointment of an eligible ~~nominee~~Candidate selected by the Council.
- C. May, where there is no apparent candidate to fill the seat, continue the seated member's participation, with or without limitation, until an eligible candidate is found.
- D. May, with no less than 10 business days' notice to the Council member at issue, review the Council member's membership status on the Council and vote to limit the Council member from further participation, until the Council member resigns or the Board of Supervisors removes the member.

### Section 7. Meetings and Attendance

The Council will set an annual meeting schedule. The Council will meet monthly and the full membership of the Continuum of Care will convene quarterly with published agendas.

Two absences, excused or unexcused, from the regularly scheduled Council meeting in any 12-month period will warrant inquiry from the Council as to ability and interest of the individual in continuing as a member. Three unexcused absences within any 12-month period from time of appointment will result in a recommendation to the Board of Supervisors that this member be removed from the Council.

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Any Council member unable to attend a meeting should notify the Chair of the Council or its administrative designee to request an excused absence.

The Chair of the Council or its administrative designee will maintain attendance records, and notify the Council when two absences are recorded.

### Section 88. Voting Members

A quorum of a majority of the appointed Council members is required for the conduct of business. Decisions must be made by an affirmative vote of a majority of Council members present during a Council meeting.

### Section 99. Amendment and Review

The Council will review the Governance Charter and Bylaws at least annually and update and approve as needed.

Amendment of the Council on Homelessness Governance Charter and Bylaws requires an affirmative vote of two-thirds majority of current sitting Council members, provided that public notice of the scheduled vote on the amendment was provided at least two weeks prior to that Council meeting. Amendments must be submitted to the Contra Costa County Board of Supervisors for approval, and take effect only upon approval by the Board of Supervisors.

### Section 10. Committee Structure and Operations

#### Overview Committees and Working Groups

##### ~~The Council may create ad hoc committees as the need arises.~~

~~A. The purpose of the ad hoc committees will be to develop recommended solutions to the specific issue for which they were created. The ad hoc committees may be comprised of members of the CoC and outside individuals. Ad hoc committees may be dissolved upon a vote of the Council.~~

~~B. The Council may create an ad hoc nominating committee to make recommendations on the filling of vacancies. The ad hoc nominating committee will solicit and assess applicants, rank them in order of preferred appointment, and submit these recommendations to the Council for approval. The Council will submit final recommendations to the Board of Supervisors.~~

~~C. Ad hoc committees can be appointed to address any matters within the jurisdiction of the Council.~~

The Council will have the following standing committees that will meet annually or as needed:

~~A. CoC/ESG Committee: Prepares for the applications for funds administered by HUD under the HEARTH Act, including the CoC Program. Includes Scoring Tools Workgroup, Review & Rank Panel, and Appeals Panel. Membership on this committee will include, at~~

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minimum, the Council Chair, Vice Chair, and a CoC and/or ESG-funded member serving as CoC Representative on this committee.

B. System Performance Committee: Develops and tracks CoC performance outcomes at the system and project levels, in alignment with HUD and local strategic objectives. Includes Data Evaluation and HMIS Policy workgroups. Membership on this committee will include, at minimum, the Council Vice Chair, a representative from the Collaborative Applicant, a representative from the HMIS Administrator, and a CoC and/or ESG-funded member.

C. Policy Committee: Reviews issues related to homeless policy opportunities, develops strategic approaches, and makes recommendations for action to the Council. Membership on this committee will include, at minimum, the Council Chair and a representative from the Collaborative Applicant as the body that reports to the Board of Supervisors on behalf of the CoC.

Standing Committees may form workgroups or subcommittees on an ad hoc basis to support their work.

As per 24 C.F.R. §578.7 (a)(4), the CoC council must appoint additional committees, subcommittees or workgroups. The Council will have Standing Committees, Ad-Hoc Committees, Panels, and Working Groups. All Council members are expected to participate in at least one Committee, Panel, or Working Group for the calendar year or the duration of the Committee, Panel, or Working Group, if it is a time limited Committee or Working Group. Each Committee, Panel, and Working Group will develop its own strategy and approach to meet goals in alignment with the annual Council Workplan. Each Committee and Working Group, and Panel will decide if they want to whether to designate a chair (who must be a Council member). Contra Costa Health, Housing, and Homeless Services Division (H3) of Contra Costa Health Services and/or their designee will provide support and coordination to all Committees, Panels, and Working Groups.

All Committees and Working Groups will strive to make decisions through consensus. Committees, Panels, and Working Groups can act independently to provide feedback to the Council on Homelessness on the topics they are tasked with focusing on and conduct planning processes (e.g., work planning, establishing goals for an evaluation). All other items (e.g., establishing prioritization, developing or updating policy) must be brought to the Council on Homelessness for a vote.

### Standing Committees

Standing Committees meet on a regular, ongoing basis and meetings are open to the public. Only the Council on Homelessness has the authority to create a Standing Committee. The creation, suspension, or dissolution of a Standing Committee does not require a revision to these Bylaws revision.

1. Oversight Committee – The purpose of the Oversight Committee is to oversee the annual monitoring process and review and assess the development, implementation, and improvement of the CoC and Coordinated Entry System.
2. Funding Committee – The purpose of the Funding Committee is to direct the community input process for time-sensitive federal and state funding streams, including the CoC/ESG programs administered by HUD.

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3. HMIS Policy Committee – The purpose of ~~this~~the HMIS Policy eCommittee is to develop and share updates on the Homeless Management Information System (HMIS), including HMIS policies and practices, compliance, and troubleshooting.
4. PATH (Plan for Accelerating Transformative Housing) Innovations Committee – The purpose of ~~this~~the Path Innovations eCommittee is to work towards the goal outlined in the Regional Action Plan goal of reducing unsheltered homelessness in Contra Costa County by 75% by 2024.
5. System Performance Measures Committee – The purpose of ~~this~~the System Performance Measures eCommittee is to develop and track CoC performance outcomes at the system level, in alignment with HUD and local strategic objectives.
6. Policy Committee – The purpose of ~~this~~the Policy Committee is to monitor and review local, state, and federal policies that impact housing and homelessness in Contra Costa County.

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#### **Ad-Hoc Committees**

Ad-Hoc Committees meet on an as-needed basis for a time-limited period. Ad-Hoc Committee and meetings are open to the public. Only the Council on Homelessness has the authority to create an Ad-Hoc Committee. The creation, suspension, or dissolution of an Ad-Hoc Standing Committee does not require a Bylaws revision to these Bylaws.

1. Governance Committee – The purpose of ~~this~~the Governance eCommittee is to review and revise the Governance Charter and Bylaws on an annual basis to increase Council efficiency and impact.
2. Homelessness Awareness Month Committee – The purpose of ~~this~~the Homelessness Awareness Month eCommittee is to plan for annual Homelessness Awareness Month (November) activities.
3. CoC/ESG (Continuum of Care/Emergency Solutions Grant) Committee – The purpose of ~~this~~the CoC/ESG eCommittee is to support the preparation and submission of the applications for funds administered administered by HUD, including the CoC Program.
4. Point in Time (PIT) Count Committee – The purpose of ~~this~~the PIT Count eCommittee is to oversee the annual Point in Time count of people experiencing homelessness in Contra Costa County.

#### **Working Groups**

The full Council or Committees may form time-limited Working Groups to focus on specific tasks or projects. Working Groups are comprised of Council members and meetings are open to the public. Working Groups report to the body that formed it – either the full Council or a Committee. The creation, suspension, or dissolution of a Working Group does not require a Bylaws revision.

#### **Section 11.2. Council Staffing and Recordkeeping**

The Council on Homelessness is supported by Contra Costa Health, Housing, and Homeless Services Division (H3) of Contra Costa Health Services as outlined in the Governance Charter. The responsibilities of Contra Costa Health, Housing, and Homeless Services staff to the Council include:

- A. Storage of all Council and committee records, including agendas and minutes for all meetings;
- B. Presentation of annual reports to the Board of Supervisors or reports as called for by the Family and Human Services Committee.
- C. Implementation, administration, and management of the Contra Costa County homelessness response system, including the Coordinated Entry System and Homeless Management Information Systems. ~~Defined as the process to ensure that homelessness individuals and families in Contra Costa County, and those at risk of homelessness, receive the best services to meet their housing needs;~~ and
- D. Serving as the Collaborative Applicant and Administrative Entity designated by the CoC to apply for and administer program funds for the CoC; ~~and~~

All duties identified throughout these Bylaws that may be delegated to an administrative designee.

## Article V. Conduct & Conflict of Interest

### Section 1. Code of Conduct

Each Council member will uphold certain standards of performance and good conduct and avoid real or apparent conflicts of interest. In order to prevent a conflict of interest, a Council member, chairperson, employee, agent, or consultant of the Council may not:

- A. Influence decisions concerning the selection or award of a grant or other financial benefit to an organization that the Council member, employee, officer, or agent has a financial or other interest in or represents, except for the Council itself.
- B. Solicit and/or accept gifts or gratuities by anyone for their personal benefit in excess of minimal value as defined by the California Fair Political Practices Commission (FPPC). ~~[insert policy that determines minimum amount]~~
- C. Engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict.
- D. Engage in violations of the law or unethical business practices, which includes any payments for illegal acts, indirect contributions, rebates, and bribery.

### Section 2. Conflict of Interest

All Council members must file an initial and annual ~~conflict~~ Conflict of Interest statement with the Chair of the Council or its administrative designee. Failure to file such a statement may result in the removal of a member.

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## Appendix: Contra Costa County Continuum of Care Timeline

<p style="text-align: center;"><b>1986</b></p> <p>Concerned <del>people in the county</del>community members begin drafting, “A Plan for Dealing with Homelessness in Contra Costa County”.</p>	<p style="text-align: center;"><b>1987</b></p> <p>The Task Force on Homelessness reports to the Board of Supervisors on Homelessness in Contra Costa County and includes Recommendations for Action.</p>
<p style="text-align: center;"><b>1994</b></p> <p>A symposium is held to address homelessness in Contra Costa County.</p>	<p style="text-align: center;"><b>1994</b></p> <p>Contra Costa County Board of Supervisors mandates that a comprehensive, integrated plan for homeless services must be developed for the County. In response, the Ad Hoc Homeless Task Force is created to coordinate a countywide planning process and write the county’s first official Homeless Plan.</p>
<p style="text-align: center;"><b>1997</b></p> <p>The Board of Supervisors officially establishes the Homeless Continuum of Care Advisory Board (CoCB) under Board Order C.87.</p>	<p style="text-align: center;"><b>2000</b></p> <p>Contra Costa County begins the process of developing a new five-year Homeless Continuum of Care Plan. The CoCB coordinates the planning process.</p>
<p style="text-align: center;"><b>1999</b></p> <p>The CoCB meets to oversee the planning process, to review the original plan, and to update the 2001-2006 Contra Costa Continuum of Care Homeless Plan.</p>	<p style="text-align: center;"><b>2001</b></p> <p>The CoCB adopts by-laws that include assuming all previous functions of the Contra Costa Homeless Advisory Committee and the new responsibilities under federal and state regulation of the Homeless Continuum of Care Boards.</p>
<p style="text-align: center;"><b>2001</b></p> <p>The plan is adopted. The CoCB is the lead agency for the Continuum of Care Planning Process, setting new objectives in response to changing circumstances.</p>	<p style="text-align: center;"><b>2003</b></p> <p>The CoCB and HIJDWG continue to work towards ending homelessness, with similar issues and membership.</p>
<p style="text-align: center;"><b>2004</b></p> <p>The Board of Supervisors approves <i>Ending Homelessness in Ten Years: A County-wide Plan for the Communities of Contra Costa County</i>. This plan embraces key concepts of the Five Year Plan but does not replace it. HIJDWG, a newly formed group, is charged with the implementation of the Ten Year Plan provisions. This group begins meeting regularly.</p>	<p style="text-align: center;"><b>2008</b></p> <p>The CoCB and HIJDWG merge to become the Contra Costa Interjurisdictional Council on Homelessness (CCICH).</p>
<p style="text-align: center;"><b>2014</b></p> <p>Using the ten-year plan as a foundation, CCICH develops a strategic plan update, <i>Forging Ahead</i>, outlining the guiding <del>principal</del>principle that homelessness is first a housing issue, and necessary supports and services are critical to help people remain -housed.</p>	<p style="text-align: center;"><b>2015</b></p> <p>CCICH rebrands as the Council on Homelessness, adopting new by-laws and governance charter to reflect the role of the CoC and the Council.</p>

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