

Addendum 3: GOVERNING BOARD Expectations and Charge

OVERVIEW

The Ramsey County Continuum of Care is responsible for planning and implementing the homeless response system in Ramsey County and carrying out the duties identified in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and the Continuum of Care Interim Final Rule (24 CFR 578). The Governing Board is the delegated authority and decision-making body for the Continuum of Care (CoC). Decisions shall be made with input from the full CoC membership, the Steering Committee, other committees and working groups, and the Lead Agency (Ramsey County.)

The Governing Board is comprised of 21-25 members; 10 of which are designated positions and 11-15 which are elected by the Continuum of Care membership.

The Lead Agency will provide support to the Governing Board including, but not limited to, recording minutes, sending meeting notifications, preparing meeting materials, and providing relevant updates to the Governing Board members.

EXPECTATIONS

Qualifications

Governing Board members are selected to represent various constituencies as described in Article III of the Governance Charter. To adequately represent that constituency, Board Members shall meet basic qualifications including:

- Hold an executive or senior position with decision-making (program, financial, policy) authority
- Develop sufficient knowledge of homelessness issues and programs to engage in Board decisions
- Seek out input from peers, industry, and/or constituents and bring that input into Board deliberations
- Adhere to the Governance Charter

Meeting Attendance

Regular attendance and participation in board activities is required.

- Attend all quarterly Governing Board meetings
- Attend the two meetings of the full Continuum of Care per year
- Complete work undertaken on behalf of the CoC in a timely manner and be prepared to discuss matters presented for deliberation at quarterly meetings
- Designate an alternate delegate for instances when attending is not possible
- If a member has three (3) consecutive absences or 50% missed meetings in any 12-month period and fails to notify the chair, they will be deemed inactive and unable to vote until reinstated. The Executive Committee will contact inactive members on a quarterly basis. Members failing to meet the attendance and participation standard shall be subject to removal and replacement.

Voting

- Each member has one vote
- All decisions regarding Board planning, funding and governance must be formulated as a motion by active members of the Governing Board. Voting can only take place in the presence of a quorum (51% of members present)
- Decisions shall be by a simple majority vote, **except**, charter amendments and member

termination decisions, which may only be decided by a two-thirds majority

- Email voting may be used for time-sensitive and/or critical votes, or in the event that an in-person vote may not be able to be held; these votes must be initiated by the Continuum of Care Lead Agency at the direction of the Governing Board Chair. At least 51 percent of the voting board membership must cast votes for an email vote to be accepted.

Terms

Elected (i.e. not designated) Board members shall serve staggered terms of three years so that approximately one-third of members stand for election each year. In the Board's first year, newly-elected members shall draw lots to determine the length of their term—one, two, or three years.

Terms for elected Board members shall be renewable up to three times if desired by the member and approved by the Continuum of Care. Renewing terms shall be for three years.

CHARGE TO THE GOVERNING BOARD

Provide Leadership

- **Serve** as leader and change agent for preventing and ending homelessness in Ramsey County, driving local solutions and implementation
- **Designate** the Continuum of Care Lead Agency and Collaborative Applicant for a four-year term, with annual review
- **Make** formal decisions for the CoC, with input from committees, membership, the Lead Agency/Collaborative Applicant, and others with expertise
- **Communicate** effectively with the CoC Membership and other key constituencies, such as the Ramsey County Board, the St. Paul City Council, and units of government on issues affecting people who are or who are at risk of being homeless
- **Hold** meetings of the full membership, with published agendas, at least semi-annually
- **Invite** new members of the public to join at least annually
- **Establish** a 4-6 person Nominating Committee each year to recruit Governing Board and Steering Committee members
- **Consider and Recommend** changes to the Governance Charter for full CoC based on Provider Forums, Consumer Forums, and CoC member feedback.

Provide Strategic Oversight and Direction

- **Develop, monitor, and be held accountable for** implementation of the Strategic Framework
- **Monitor and evaluate** system-wide and individual program performance toward established goals, including HUD's System Performance Measures
- **Review and approve** policy and program recommendations created by the Steering Committee and other committees
- **Seek, secure, align and coordinate** State of Minnesota, philanthropic and other homeless assistance, and mainstream resources to achieve CoC objectives
- **Ensure** transparent governance within the Continuum of Care and address potential conflicts of interest
- **Delegate** activities to the Steering Committee and work groups to accomplish specific CoC objectives.

Ensure Effective Operation of the CoC

Direct the Lead Agency, Steering Committee, and other Committees to:

- Coordinate the implementation of a housing and service system that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:
 - i. Outreach, engagement, and assessment
 - ii. Shelter, housing, and supportive services
 - iii. Prevention and diversion strategies
- Conduct a semi-annual gaps analysis of the homeless needs and services available
- Provide information required to complete the Consolidated Plan(s) within the Continuum's geographic area
- Follow all other requirements for operating a centralized intake/coordinated entry system as required by HUD

Review and Approve Funding Decisions

The Governing Board is responsible for soliciting, aligning, and coordinating funding from a range of sources including Federal, State, local and philanthropic sources. These sources include the HUD CoC NOFA, as well as funds available for specific homeless populations (i.e. FHPAP, etc.) The steps below apply to the HUD CoC NOFA, specifically.

- **Program Evaluation:** Soon after the annual release of the HUD CoC NOFA, the Board shall receive a presentation describing relevant aspects of the NOFA and the proposed ranking process. Based upon recommendations from the Steering Committee and the CoC Coordinator, the Board shall adopt ranking criteria and a process for selecting and ranking projects for funding.
- **Ranking Process:** The Steering Committee will develop qualifications for and annually select no fewer than five (5) people to serve on the *CoC Ranking Working Group*. *The Ranking Working Group* will evaluate all proposals for inclusion in CoC funding applications. Steering Committee or Governing Board members may serve on the *Ranking Working Group*. Potential members will be asked to sign a conflict of interest disclosure form prior to participating. Representatives of organizations with new or renewal applications competing for funding are barred from participation on the *Ranking Working Group* or participating in Board voting on funding recommendations. *Ranking Working Group* members shall maintain confidentiality until after the Board decision on those recommendations. Based on recommendations from the *Ranking Working Group*, the Governing Board may reallocate Continuum of Care funding as permitted by the source of the funds.
- **Final Funding Decisions:** Recommendations from the *Ranking Work Group* will be submitted for questions, comments and approval by all Governing Board members who do not have a conflict of interest with any of the proposals submitted.
- **Appeals Process:** The Governing Board delegates to the Steering Committee responsibility for addressing any appeals to HUD CoC funding decisions. The Steering Committee will post and communicate the appeals process and ensure that it is fair and transparent.

Statement of Commitment

By my signature below, I commit to fulfill the duties as described in this document and to be an active and collaborative participant in the Continuum of Care.

Signature: _____ Date: _____