Addendum 4: STEERING COMMITTEE 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 full CoC and Governing Board jointly establish the Steering Committee, which is responsible for formulating proposals and recommendations for the Governing Board. The Governing Board is the delegated authority and decision-making body for the Continuum of Care.

The Steering Committee consists of 25 people with intimate knowledge of the field, operations, and funding. The Continuum of Care elects 13 seats. Members elected by the CoC shall also represent the breadth of relevant organizations as considered for the Governing Board. The Governing Board appoints 12 seats, with priority given to senior staff from Governing Board member entities that fill designated seats. The Steering Committee must be racially diverse and include a range of stakeholders.
A member of the Governing Board may also, in rare instances, be a member of the Steering Committee.

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

EXPECTATIONS

Qualifications
- Hold a senior position with subject matter expertise in housing and homelessness issues
- Skilled at "managing up" to key decision-makers, to keep leadership informed and request action when appropriate
- Ability to carry out and lead activities, working groups, and discussions

Meeting Attendance
Regular attendance and participation in committee activities is required.
- o Attend Steering Committee meetings (no more than monthly)
- o Attend the two meetings of the full Continuum of Care per year
- o Complete work undertaken on behalf of the CoC in a timely manner and be prepared to discuss matters presented for deliberation.
- o 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 Steering Committee's 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/Forwarding Recommendations to Governing Board
The primary role of the Steering Committee is to recommend certain actions, policies, etc. to the Governing Board. To make recommendations, the Steering Committee will vote per the following:
- o Each member has one vote.
- o Voting can only take place in the presence of a quorum (51% of members present)
- o 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; 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) Steering Committee members shall serve staggered terms of three years so that approximately one-third of members stand for election each year. In the Committee's first year, newly-elected members shall draw lots to determine the length of their term—one, two, or three years.

Terms 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 STEERING COMMITTEE

The Steering Committee operates between the high-level strategic leadership of the Governing Board and on-the-ground program implementation. Members ensure that the more detailed, ongoing work needed to operationalize and achieve the mission and vision of the Ramsey County CoC is implemented and members develop and bring forward recommendations for the Governing Board's consideration and action. The Steering Committee handles routine business, exercises oversight, and engages with designated entities as needed during months when the Governing Board does not convene. Key areas of work include:

Planning

- **Create** a strategic framework for Governing Board adoption that includes annual goals consistent with strategic plan priorities and pillars
- **Identify** strategies to improve HUD System Performance Measures and other metrics
- **Facilitate** understanding and acceptance of best practices and share barriers and progress with community stakeholders
- **Advise and Review** semi-annual needs assessment and gap analysis of homelessness needs and services as prepared by Lead Agency

Performance Monitoring

- **Advance** CoC project performance targets for Governing Board approval
- **Develop** a dashboard that is responsive to the Governing Board's needs, which will monitor and report on key metrics, including HUD System Performance Measures, on a monthly or quarterly basis
- **Review** and summarize for the Governing Board, the results of monitoring of CoC, ESG, and state-funded housing and prevention recipient and sub-recipient performance, evaluate outcomes, and review recommended actions against poor performers

Coordinated Entry

- **Recommend** the documentation and policies necessary to establish and operate a Coordinated Entry system, in consultation with recipients of ESG funds
- **Report and translate** CE/HMIS data to the Governing Board to ensure an effective coordinated solution for homeless and near-homeless community members

HUD and State Funding

- **Develop** ranking criteria and a process for selecting and ranking projects for HUD CoC and State FHPAP funding for Governing Board approval

- **Establish** a CoC Ranking Work Group each year with no fewer than five people who will evaluate all proposals for inclusion in CoC funding applications
- **Recommend** reallocations of CoC funding as permitted by funding source and as needed
- **Develop** recommendations to the CoC Governing Board for priorities for funding projects
- **Develop and post** appeals process to address any appeals to HUD funding decisions. Ensure process is fair and transparent

Homeless Management Information Systems
- **Review** a monitoring tool (in collaboration with the Governing Board, Evaluations Committee, the HMIS Lead Agency of the CoC) to ensure consistent participation of recipients/sub-recipients in HMIS
- **Review and revise** the HMIS policies and procedures, including a Data Quality Plan, Security Plan, and a Privacy Policy as requested by the HMIS Governing Board

Committee Management
- **Determine** the structure and focus of CoC committees and work groups and how they align with goals of the Strategic Framework
- **Review** and participate in the work of the CoC committees and work groups, including annual work plans for each group and quarterly updates to the Steering Committee that include progress on workplan; key challenges; and results
- **Designate a Steering Committee member to serve as Chair** each workgroup
- **Participate** in Nominating Committee to recruit and orient new Governing Board and Steering Committee members

Miscellaneous
- **Recommend** changes to the Governance Charter on an annual basis for consideration by the Governing Board
- **Receive** developer presentations and **Provide** developer letters of recommendation as requested and appropriate

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: _____