

Summary of Proposed Revisions to Heading Home Ramsey Governance Charter

Governing Board (GB) & Steering Committee (SC) Roles & Responsibilities

- Revise responsibilities of GB & SC to clarify each body's focus and facilitate efficient and timely decision-making, as recommended by HUD:

Revised GB Responsibilities	Revised SC Responsibilities
<ul style="list-style-type: none"> • Provide overall direction and high-level leadership of the CoC • Designate and negotiate Memorandum of Understanding with the CoC Lead Agency and Collaborative Applicant • Seek, secure, align, and coordinate CoC, State of Minnesota, philanthropic and other homeless assistance, and mainstream resources. • Develop and advocate for legislation and funding to support the CoC, including a legislative platform based on Steering Committee and Lead Agency recommendations • Coordinate strategies across systems and partners such as County, cities, school districts, public housing, etc. • Review and consider recommendations from the Steering Committee and Lead Agency related to CoC policies and strategies • Review, adopt, and modify CoC policies and Memoranda of Understanding (MOUs) as needed, including policies relating to Coordinated Entry, HMIS, and HUD monitoring • Ensure compliance with HUD requirements, including: <ul style="list-style-type: none"> ○ Approve priorities for funding projects ○ Approve the CoC's annual NOFO submittal to HUD ○ Approve an appeals and grievance process to consider and resolve conflicts arising from CoC funding allocation decisions <p>The Governing Board delegates additional authority to the Lead Agency and specific committees through adopted policies that are specified in Article IV, Section 3 (Ranking Committees) and/or posted on the Heading Home Ramsey website. Among the duties delegated by the Governing Board are specific responsibilities and accountabilities related to Coordinated Entry and the re-allocation of program funds administered by Lead Agency. Adopting and changing these policies and entering MOUs, is done by a majority vote of the Governing Board.</p>	<ul style="list-style-type: none"> • Move the work of the CoC forward, and vote to bring key recommendations to the Governing Board for discussion and action • Provide on-going, structured engagement with CoC Work Groups, key County Departments, and specific key stakeholder groups, including people with the lived experience of homelessness or housing instability; and ensure an inclusive process to develop and implement CoC strategies • Handle routine business, exercise oversight, and engage with designated entities as needed • Establish Work Groups as needed to fulfill strategic plan goals and other operational duties, ensure Work Groups establish annual work plans, and monitor implementation of those plans. • Ensure HUD requirements are met, including: <ul style="list-style-type: none"> ○ Annual Point-In-Time count (PIT) and Housing Inventory Count (HIC) ○ Annual Needs Assessment ○ Review of System Performance Measures ○ Policies to establish and operate Coordinated Entry ○ Establish process for NOFO submittal including ranking process • Review and revise HMIS policies and procedures

Other Governing Board & Steering Committee Changes

- Specify Designated GB Member from St. Paul School District and add a Designated GB Member from a Suburban School District, for a total of 11 Designated seats
- Modify GB Elected Membership from 11-15 range to 12, for total GB size of 23
- Specify an Appointed SC Member to be a member of the Youth Advisory Board
- Require all GB and SC candidates to apply through Nominating Committee; no write-ins
- Move attendance tracking responsibilities from Executive Committees to Lead Agency

Other Committee Changes

- Combine GB & SC Executive Committees for more structured communication between the two bodies
- Add Ranking Committees section to Article IV, Committees, to codify roles and responsibilities of standing ranking committees
- Move Nominating Committee section from Article III, Governing Board to Article IV, Committees

Edits for Clarity & Concision

- Clarify and accurately reflect responsibilities of Lead Agency
- Remove other documents as Addenda and instead add references to separate documents so that they can be amended separately. **Examples:** Lead Agency MOU, HMIS Lead Agency MOU
- Remove obsolete language from initial implementation of this Charter
- Edits for clarity and accuracy