

KS-505 Overland Park/Shawnee/Johnson County Continuum of Care on Homelessness –

Governance structure

Membership:

KS-505 CoC membership is made up of those who agree to work together to end homelessness and risk for homelessness among Johnson County residents *and* to participate in KS-505 CoC's homeless management information system and coordinated entry system.

Meetings:

- a. Eleven meetings of the full CoC membership will be held annually, with no meeting in December.
- b. All CoC meetings are open to the public and new members are welcomed.
- c. All full CoC membership meetings will have written agendas which will be sent out 5-7 days prior to the meeting by email and made available at the meeting.
- d. An open invitation to join the CoC is extended to the public annually through the UCS e-newsletter, a posting on the Johnson County My Resource Connection website, and the UCS website including the dates, times and places for each year's CoC meetings.

Board/Decision Making Body:

- a. The CoC Board acts on behalf of the CoC.
- b. KS-505 Board members will represent agencies and organizations committed to ending homelessness in Johnson County, including but not limited to:
 - i. Recipients of CoC funding
 - ii. Recipients of ESG funding
 - iii. The HMIS lead agency
 - iv. The CoC lead agency
 - v. Public housing authorities within the geographic region
 - vi. Public school districts within the geographic region
 - vii. Community housing development organization
 - viii. Other organizations or agencies who are providing housing for those who are homeless in Johnson County
 - ix. Persons representing the criminal justice system (either county or municipality level)
 - x. Persons who have or are experiencing homelessness
 - xi. Businesses
 - xii. Local funders or philanthropic organizations
- c. The Board will include at least one person who is experiencing homelessness or has experienced homelessness.
- d. An existing Board member may bring a nomination of a new organization to join the Board, the Board will vote on whether to add them to the Board during a meeting.
- e. The Board does not have a specified number of Board seats but keeps a list of current Board members. Some organizations have a primary member and an alternate who can attend and vote in place of the primary member. While both primary and alternate may be present

in a meeting, only one member of that organization can vote and represent a seat present for the purpose of quorum. Board meetings must have a majority of members present to meet quorum and take action (vote). If attendance drops below quorum at any point, then no action can be taken and meeting Minutes would reflect lack of quorum.

- f. Action of Board Without a Meeting. Any action of the Board of Directors may be taken without a meeting if (1) notice is provided to all Board Members before the action is to occur, and (2) a two-thirds supermajority of the Board consents to have the Board act without a meeting. The action taken and record of each Board Members' vote shall be included in the minutes filed reflecting the action taken.
- g. There is one vote per organization represented on the CoC's Board. More than one representative from an organization may attend the meeting but only one vote may be cast.
- h. The Board will elect co-chairs for a two-year term, one of which represents the private sector and the other, the public sector. Primary responsibilities as chair of the Board will alternate. Board co-chairs will be responsible for leading the meetings with assistance from CoC lead agency staff. In addition, a secretary will be elected to record and communicate meeting minutes from Board meetings.
- i. CoC Board meetings are open for attendance by all CoC members, but non-Board members may not vote on issues coming before the Board.
- j. Code of Conduct and Conflicts of Interest – Board members are expected to represent the interests of the whole community rather than their personal or organizational interests. As a result, conflicts of interest may arise. Thus, all board members must:
 - i. Complete a conflict of interest document annually that discloses any affiliation with organizations receiving funding through or in connection with the CoC.
 - ii. Update any changes to their affiliations as soon as they happen.
 - iii. Abstain from voting on or advocating for their organization during deliberations by the Board.
 - iv. Consider all information observed or shared in any grant application or monitoring process as fully confidential.
- k. Recusal – If a vote affecting one or more CoC members is required by the Board, any Board members affiliated with the affected organizations must recuse themselves from voting.
- l. Removal: An existing Board member may bring a nomination of removal of an organization from the Board. The CoC Lead Agency and CoC Board Co-Chairs will make an effort to notify the agency that is proposed to be removed prior to the Board meeting. An agency may be removed from the Board for any reason by an affirmative vote of at least three-fourths (3/4) of the Board. Reasons for removal may include the agency's request or related to an agency no longer meeting the requirements for membership on the Board.
- m. The CoC Board and full membership will make decisions about governance structures based on its best understanding of the Department of Housing and Urban Development's definitions regarding the CoC's responsibilities. When new guidance is issued, the Board will act to bring its governance and activities into alignment with HUD's recommendations in a reasonable time frame.
- n. Regular Board meetings will be held six times a year. Additional meetings may be scheduled as needed.

- o. Written minutes will be kept for all CoC Board meetings and approved at subsequent Board meetings. Results of Board meetings will be conveyed at monthly CoC membership meetings and meeting minutes will be made available upon request.

Committees:

- a. KS-505 has 8 standing committees which include:

Name of Committee	Role of Committee	Meeting Frequency
Expanding Permanent Housing Options Committee	To increase the availability of permanent housing options for the homeless, very low, and low income residents by building relationships with local landlords and strategic use of private and mainstream housing supports	Quarterly
Gaining/Maintaining Employment and Income Committee	To increase access to household sustaining employment and income, reduce barriers to maintaining employment long term, and to expand soft skills training, targeted job preparation, and employment opportunities for low and very low income residents	Semi-Annually
Data Quality and Performance Measures	To monitor HMIS data quality and completeness, make upgrades to HMIS systems, maintain agreed upon level of data timeliness and accuracy, drill down on systems performance measures to inform planning, and run quarterly reports for review	Semi-Annually
Coordinated Entry Committee	To monitor the effectiveness of coordinated entry and movement of households off the by-name list. To monitor the effectiveness of coordinated entry and the movement of households off the by-name list by characteristics and housing types being sought; examine trends in housing successes and challenges to inform implementation; raise aware of and engagement in CE system	Semi-Annually
Racial and Ethnic Disparities in Homelessness Committee	To understand and modify factors contributing to racial and ethnic disparities in homelessness in order to eliminate them	Quarterly
Rank & Review Committee	To evaluate applications, review project performance, and make recommendations on project application rank order and final funding requests in the CoC combined application for HUD funding, consistent with current HUD guidelines	Aug-Nov
Point in Time Count Committee	To plan and carry out the annual Point in Time Count in late January	Oct-Feb
Lived Experience Advisory Board Committee	Group made up of former participants who have received shelter/housing services and serve as experts on the homelessness system in Johnson County, provide feedback on service gaps, program design improvements, and hold a seat on the CoC Board, Rank and Review Committee, EFSP and CDBG grant application review processes.	Semi-Annual

- b. Each committee will have a chair that reports to the Board.
- c. Each Board member is expected to participate in at least one committee.

- d. Committee meetings will be held at least two times a year. CoC members are encouraged to participate in at least one committee but not required. Committee meetings will be held outside of existing monthly CoC meetings in order to enable members to participate in more than one committee if so desired.
- e. The Rank and Review Committee must include at least three persons, none of which are representatives of organizations competing for funding. They will be required to evaluate applications, review project performance, and make recommendations on project application rank order and final funding requests as consistent with current HUD guidelines.
- f. Additional Ad-hoc committees may be formed and subsequently disbanded as needed.

HMIS Lead:

- a. The CoC is responsible to designate a homeless management information system and an eligible applicant to act as the HMIS Lead to manage the CoC's HMIS.
- b. The HMIS Lead will be selected based on their capacity to carry out all HMIS related responsibilities and requirements as conveyed in HUD's guidelines.
- c. As the entity responsible for designating and operating the HMIS, the CoC must:
 - i. Review, revise and approve a privacy plan, security plan, and data quality plan for the HMIS biannually,
 - ii. Ensure consistent and ongoing participation of recipients and sub recipients in the HMIS,
 - iii. Ensure the HMIS is administered in compliance with HUD requirements.
- d. The Data Quality and Performance Measures Committee will meet twice per year and provide support to the HMIS Lead as appropriate.

Staffing:

- a. Given the non-legally binding structure of the KS-505 CoC, a lead agency will be identified that has the capacity to provide part-time staff support and assure that the annual application to HUD for CoC funding is submitted in a timely manner.
- b. Staff support will be primarily responsible for:
 - i. Scheduling and providing support for meetings,
 - ii. Identifying full CoC membership meeting speakers,
 - iii. Updating knowledge of new regulations and policies affecting the CoC,
 - iv. Communicating any changes to the full CoC membership and Board,
 - v. Providing guidance to the CoC Board on options,
 - vi. Serving as a member of the Board.
- c. Staff support will connect with broader efforts to end homelessness (region, state-level) in order to best benefit the local CoC membership and county residents.
- d. HUD's ESG and CoC Planning grant programs provide insufficient resources to support staff for the CoC. As a result, outside funds will be sought to support a portion of a staff member's salary at the lead agency.

Process for amending Governance Charter:

- a. The CoC Board will craft any amendments to the charter, bring them to the full membership for review and feedback, and subsequently consider any relevant feedback and vote on the

amendment. In order for an amendment to pass, a majority (greater than 50%) of all Board member organizations eligible to vote must vote yes.

- b. Electronic voting will be admissible given any proposed changes to the Governance Charter are provided to members of the Board ten business days prior to a vote. The same process for passage and adoption or amendment holds for electronic voting as in person.
- c. In general, all proposed amendments and actions will be crafted by Board members and brought before the CoC before a final Board vote is made in order to promote transparency. Following the full CoC being informed and provided opportunity for feedback of proposed changes, the Board may vote at either the following meeting or by electronic voting via email. The exception would be if a decision was time sensitive, requiring a vote be made prior to the next CoC meeting. In this case the CoC will allow the Board to make the final decision.

Grievances:

- a. Situations may occur where a CoC member organization believes that the fair and consistent application of a CoC process or procedure affecting the organization has not been followed. In most cases, the Board expects that the organization will be able to satisfactorily address such concerns directly with those executing the process or procedure. However, when a recent or continuing problem cannot be resolved directly to the satisfaction of the complainant, the CoC Board will provide the member organization an alternative vehicle for doing so.
- b. The Board will consider a grievance from a CoC member if evidence is submitted that the CoC member has in good faith attempted to resolve the issue within their organization and if appropriate, with the persons or organizations involved.
- c. To file a grievance, a written statement should outline the relevant facts that form the basis of the CoC member's grievance, indicating the process or policy that was allegedly violated, and stating the resolution sought. This grievance should be submitted to the Board through the CoC's lead agency representative.
- d. The grievance will be reviewed by a team made up of three Board members: one Board member chosen by the organization making the grievance, one Board member chosen by the organization responsible for the actions leading to the grievance, and a Board member agreed upon by the other two chosen members. The grievance review team will come to a resolution which will be conveyed to the CoC member filing the grievance and to the Board.
- e. In filing a grievance to the Board for consideration, the CoC member organization filing agrees to abide by the resolution proposed by the grievance review team.

Other KS-505 CoC documents to reference:

- a. JoCo CoC-Written Standards
- b. KS-505 Coordinated Entry System Policies & Procedures
- c. KS-505 Johnson County Continuum of Care Formation & History

Approved: September 10, 2014

Amended: May 9, 2018

Amended: May 22, 2022