



# Continuum of Care Charter

## I. Overview

This Charter Agreement (Charter) establishes All Home as the Seattle/King County Continuum of Care (CoC) in accordance with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and in accordance with King County Ordinance 2005-0371.1, by which All Home is designated as the local homeless housing task force pursuant to Sections 3(9) and 8 of Chapter 484, Laws of Washington 2005. All Home is recognized as the body to coordinate and oversee implementation of the All Home Strategic Plan ('the Plan'). The Plan is the document to guide the vision and long term goals of All Home. All Home is the broad Continuum of Care for the purposes of identifying needs regarding homeless persons, planning for resources to end homelessness, and advocating for additional solutions to end homelessness. All Home as a regional coalition is hosted at the King County Department of Community and Human Service for the purposes of All Home staffing and budget activities.

This Charter further establishes Advisory Bodies that are representative of the relevant organizations and of projects serving homeless subpopulations within the CoC's geographic area.

## II. Duration

This Charter shall be adopted on the day it is approved by the All Home Coordinating Board. Thereafter, the Charter shall be updated and affirmed annually by the Coordinating Board in consultation with the collaborative applicant and the Homeless Management Information Systems (HMIS) lead. The Charter shall be reviewed and approved in full every five years by the full All Home membership. **(HEARTH requirement)**

## III. Purpose

All Home (as the local CoC) includes all organizations and individuals actively engaged in All Home activities. All Home membership is open to the public. Ending homelessness requires a regional approach and full participation from all strata of the community. As the CoC, All Home shall identify key issues that need to be addressed to advance All Home's efforts and mobilize a base of constituents needed to achieve All Home's goals.

## IV. Membership and Selection Process

1. Members of the Continuum of Care/All Home shall be those organizations and individuals who are interested in, and supportive, of our community's goals to end homelessness.
2. The membership and selection process for members of All Home's governing body is outlined in the following sections.

## V. All Home/CoC Meetings

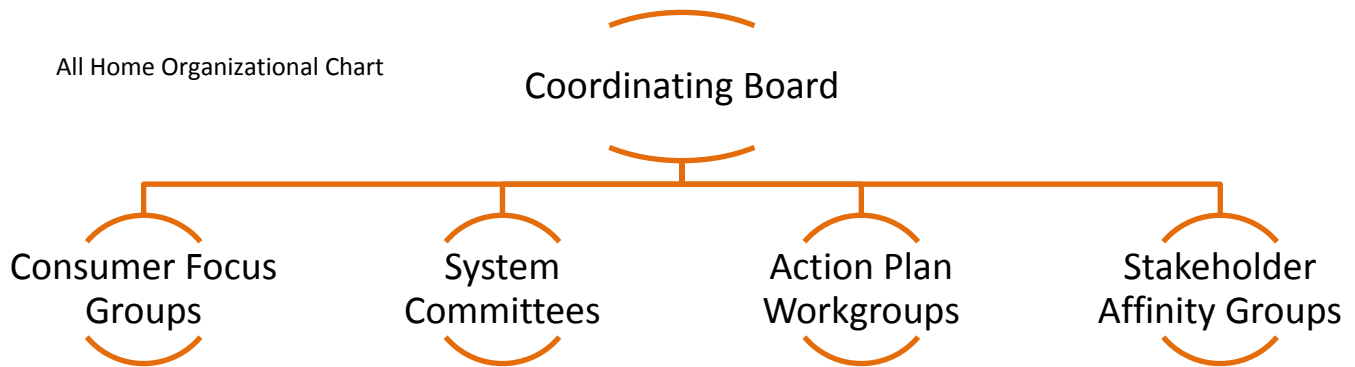
The full All Home membership shall meet twice a year. This includes the annual conference and a second meeting at which the Coordinating Board reviews and approves the All Home workplan for the coming year. Both of these meetings are open to the full All Home membership.

## VI. Structure

On July 1, 2015, All Home launched a new four-year Community Strategic Plan - A Regional, Aligned, Community Plan to End the Experience of Homelessness among Residents of Seattle/King County. The Plan is a recommitment to our vision of ending homelessness, and what needs to happen for this vision to become reality.

In order to provide an effective and efficient governance and system infrastructure, the following values have been developed for all CoC bodies:

- Reflect the diversity of people experiencing homelessness.
- Promote equity for communities of color disproportionality affected by homelessness.
- Reflect a cross-sector and regional approach.
- Connect All Home governance with a variety of local government perspectives, including human services, planning, and public safety, among others.
- Provide transparency and inclusiveness.
- Promote shared responsibility and accountability.
- Clarify roles and responsibilities, and communicate decisions clearly and widely.



*Governing Body:*

**Coordinating Board** Provide oversight and leadership for the implementation of the Plan while ensuring accountability for results. Acts as the Board for the CoC as defined in the CoC interim rule section 578.5 (b). Set membership.

*Advisory Bodies:*

**Consumer Focus Groups** Provide consumer perspective to All Home priorities and strategies. Reflect the diversity of people experiencing homelessness. Consumer representation will also be included on the Coordinating Board. Consumer Focus Groups will convene no less than quarterly and are open to all participants.

**Stakeholder Affinity Groups** Provide venue for community feedback on a variety of topics including but not limited to system level and disaggregated data, population-specific strategies, specific program types and system components. Stakeholder Affinity Groups will convene no less than quarterly and are open to all participants.

*Implementation Bodies:*

**System Committees** Evaluate, allocate and monitor resources and funding strategies to support the goals of All Home and the strategies adopted to implement the Plan. Leverage grant making to ensure accountability to All Home priorities and best practices. Guide policy decisions for the HMIS and Coordinated Entry for All. Ensure sound data and evaluation methodology. Implement funding decisions of All Home Coordinating Board. System Committees will meet regularly and will have set membership.

**Action Plan Workgroups** Work groups as deemed necessary by the Board and focused on deeper investigation and planning of strategies and policy needed to achieve All Home Goals. Action Plan Workgroups will meet as needed and will have set membership.

**VII. Conflicts of Interest**

All members of the CoC shall abide by the Conflict of Interest guidelines provided in the HEARTH Interim Rules 24 CFR 578.95 Conflicts of Interest. All members of the Coordinating Board will sign a Conflict of Interest statement at the beginning of their membership. Members who find themselves faced with a potential conflict between their business, organizational or private interests and their All Home responsibilities shall avoid conflict of interest during the decision-making process by following these guidelines:

- A. Disclose any actual or potential conflicts of interest in advance of the meeting to All Home staff.

- B. Publicly disclose conflicts of interest at relevant All Home meetings.
- C. Recuse himself or herself at any time from involvement in any decision or discussion in which they believe he or she may have a conflict of interest.

## VIII. Coordinating Board

### A. Purpose

*The Purpose of the Coordinating Board is to: Analyze. Strategize. Ensure Change.*

The Coordinating Board will provide oversight and leadership for the implementation of the Plan, while ensuring accountability for results. The Coordinating Board shall organize to provide for a system of housing and services to address the needs of people experiencing homelessness in King County.

The Coordinating Board shall bring together a diverse body of stakeholders working to address issues of homelessness and leverage the expertise and resources of the partners and the wider community in collaborative support of the Plan.

### B. Responsibilities

1. Monitor and guide the implementation of the Plan.
2. Define the vision and performance expectations for the Seattle/King County housing and service system (as a whole and its component parts), consistent with the Plan.
3. Establish written standards for how the different parts of the homeless system should be targeted and consensus on how assistance will be provided to different subpopulations, in consultation with recipients of ESG funds. **(HEARTH requirement)**
4. Establish and oversee a centralized or coordinated assessment system that provides for consistent access and triage of resources, consistent with system vision and in consultation with recipients of Emergency Shelter Grant (ESG) funds. **(HEARTH requirement)**
5. Directly make policy decisions related to HUD CoC funds and inform policy decisions related to HUD ESG funds, and direct funders county-wide to use policy decisions to guide funding decisions.
6. Every five years, bring to the CoC an updated Governance Charter for approval by the full CoC. **(HEARTH requirement)**
7. Establish and oversee All Home bodies that oversee CoC functions, including the Homeless Management Information System (HMIS) and Coordinated Entry.
8. Work with providers, funders, and other partners to transform local systems through system change actions and implementation of priority initiatives. Critically review and consider for approval recommendations forwarded by other All Home Advisory Bodies, such as major funding priorities or system change actions.
9. Oversee and adopt the Plan and annual workplans. The annual workplans shall include a description and objectives of the proposed subcommittees.
10. Bring a system-level lens to decision making and act on behalf of the constituency you were selected to represent.
11. Ensure that consumer input is included in policy development and other All Home activities.
12. Provide high-level leadership and be community champions, speak on behalf of All Home, and assure ongoing dialogue with the community on progress, results and barriers to adopted initiatives to inform ongoing and future work, in conjunction with other All Home advisory and implementation bodies.
13. Adopt an annual All Home legislative agenda and advocate for expanding resources and systems reform to implement the Plan.
14. Commitment to actively represent the voice and experience of the representational category for which the member has been nominated and approved. Assure cross-communication by providing regular information on the All Home and implementation of the Plan to members of organization(s) represented.
15. Assure the occurrence of two meetings of the CoC annually to seek community feedback on the All Home workplan and share All Home achievements. **(HEARTH requirement)**
16. Issue an annual report on progress in meeting the goal of making homelessness rare, brief and one-time.

### C. Decision Making and Authority

Coordinating Board meetings are open to the public with public input opportunities available via email and specific time allocated on the Coordinating Board agenda. The Coordinating Board will operate under the premise of

consensus and will strive to operate in an open environment, with sufficient time for discussion so each person has a fair chance to be heard and issues can be understood.

1. Only seated Coordinating Board members may vote on All Home business. Where substantial differences of opinion exist, the final report shall make an effort to reflect the divergence of views.
2. In cases where consensus cannot be reached, the Coordinating Board will resort to Robert's Rules of Order, with a requirement of a super majority vote of 60 percent approval for the item on the table.
3. Decisions may be made only when a quorum, defined as 50 percent plus one, of the Coordinating Board, is present.
4. Coordinating Board members are strongly encouraged to attend in person. Attendance by telephonic conference may be permitted in extenuating circumstances. The Coordinating Board will be "principals only": no alternates accepted for the purposes of voting.
5. Affirm all membership nominations to the Coordinating Board. A super-majority vote of 60 percent of those present and voting shall be required to approve new members.
6. Adopt revisions to the Governance Charter in compliance with HEARTH regulations. **(HEARTH requirement)**
7. Approve final submission for the annual CoC application to U.S. Department of Housing and Urban Development (HUD), including establishing annual All Home priorities to guide tiering and developing policy regarding resources and programs for homeless people. **(HEARTH requirement)**
8. Designate the CoC Collaborative Applicant **(HEARTH requirement)**.
9. Designate the HMIS software and HMIS Lead, and assure compliance with HEARTH requirements **(HEARTH requirement)**.
10. Designate entity to complete the annual point-in-time count of homeless persons **(HEARTH requirement)**.

#### **D. Commitment**

1. Regular personal attendance at committee meetings and events is required unless excused by the Co-Chairs for good reason. This commitment is not delegated to others. Three unexcused absences in one year are grounds for removal.
2. Commitment to listen to, value and utilize the experience and contribution of people who are or have experienced homelessness as equal partners in ending homelessness.
3. A one year minimum commitment is required.
4. Leadership to further the goals of All Home, including serving as a community champion, speaking on behalf of All Home and assuring ongoing dialogue with the community on opportunities, progress, results and barriers to ending homelessness in King County.

#### **E. Membership and Selection Process**

The Coordinating Board will have a membership of approximately 10-15 people.

1. Applications for membership will be open to the public and will be selected by the Coordinating Board. During the transition of leadership, the existing All Home Executive Committee, will review and select membership of the Coordinating Board. Representational categories shall be identified to ensure that membership comprises an appropriate array of committed private and public sector community leaders who reflect the diversity of people experiencing homelessness and regional differences. Individuals may fulfill cross-representation of categories.
  - a. The established seats include:
    - (i) City of Seattle (2)
    - (ii) King County (2)
    - (iii) Housing Authorities (1)
    - (iv) Federal partners (1)
    - (v) Sound Cities Association (2)
    - (vi) Philanthropy (1)
    - (vii) Individuals currently or formerly experiencing homelessness (at least 2)
    - (viii) Nonprofit homeless providers (4)
2. Members who represent a government department or organization will be appointed by their relative organization for consideration and final approval by the Coordinating Board.

3. The Coordinating Board shall elect co-chairs, at least one of who should be a funder.
4. New Coordinating Board members shall be appointed under the following circumstances:
  - a. The resignation or dismissal of a current member.
  - b. Instances in which a current member no longer fills the representation category in which they have been appointed.
  - c. In each of these cases, a super-majority vote of 60 percent of those present and voting shall be required to approve new members.

**F. Terms**

1. A term is a calendar year, January through December.
2. For those members who represent a government department or organization, that person may serve as long as they continue to hold the same job/position.
3. For those members who represent a segment of the population or a named organization, terms shall be for three years, with the option of serving one additional term.
4. Terms for co-chairs shall be for three years from the date of nomination, with the option of serving one additional year.