

SOUTHERN NEVADA CONTINUUM OF CARE (CoC) GOVERNANCE STRUCTURE **OVERVIEW of PROPOSED AMENDMENTS**

The re-authorization of the
SNRPC Committee on Homelessness (CoH) and Continuum of Care (CoC) based
upon the HEARTH ACT

First Adoption – August 14, 2014

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Adoption Schedule for Amendment

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Governance Structure Team Members

(part of the Planning Working Group)

- Stephen Harsin (Champion)
- Kathi Thomas-Gibson
- Erin Kinard
- Bobby Gordon
- Michael Pawlak
- Arash Ghafoori
- Meg Pike
- Emily Lewis
- Lorena Candelario
- Michele Fuller-Hallauer – Technical Support
- Angela Phillips– Administrative Support



General Housekeeping

- Spelling errors
- Renumbering
- Punctuation
- Clarifying terminology (where appropriate)

Key Items of Importance

- Frequency of Full Membership Meetings
- Added Sub-Working Groups Language
- Rephrased Attendance Statement
- Modified Community Stakeholders Membership Process
- Suggested Changes to the Assignment Working Group and Ad Hoc Working Group “Champions”
- Annual Budget / Financial Presentations
- Updated CoC Organizational Flow Chart
- Added Coordinated Entry Working Group

Full Membership Meetings

- **Section 2.2 – CoC Responsibilities**

- 2.2.1.2 Hold meetings of the full membership, with published agenda and in accordance with the Nevada Open Meeting Law, at ~~least twice~~ a minimum of one time per year.

- **Section 5.1 – CoC Meetings**

- 5.1.1 A CoC meeting will be held ~~twice~~ a minimum of once per year (e.g. ~~January and July~~). These meetings are held as a joint meeting with the SNH CoC Board on the day designated in the Public Notice.



Sub-Working Groups

- **Added Section 2.8 – Sub-Working Groups**
 - 2.8.1 Sub-Working Groups can be created by any Working Group if there is an identified specialized community need to be addressed. The Sub-Working Groups activities' must be in alignment with the Working Groups outlined responsibilities. In order to create a new Sub-Working Group, there must be a majority consensus from the Working Group members prior to development. The purpose and scope for each sub-working group shall be defined at the time the sub-working group(s) are created and develop their own policies and procedures that are consistent with the governance structure.

Sub-Working Groups

- **Updated Language to Reflect Addition**
 - 2.5.3 For a complete listing of CoC members/agencies assigned to the SNH CoC Board, Steering Committee, Working Group Champions, ~~and~~ Ad-Hoc Working Group Champions, and Sub-Working Group Chairs, reference Appendix M.
 - 8.1.2 For a complete listing of CoC members/agencies assigned to the SNH CoC Board, Steering Committee, Working Group Champions, ~~and~~ Ad-Hoc Working Group Champions, and Sub-Working Group Chairs, reference Appendix M.
 - Section 8.5 - Working Groups, Sub-Working Groups and Ad Hoc Working Groups
 - 8.5.1 Each of the Working Group, Sub-Working Group, and Ad Hoc Working Groups Champion(s) are responsible for their own logistical, technical and administrative support.

Attendance

- **Section 3.9 - Attendance**

- 3.9.2 The attendance of each SNH CoC Board meeting will be provided at the monthly SNH CoC Steering Committee meetings by the Collaborative Applicant for review and compliance. SNH Board members and their alternates must collectively attend at least 30% of the regularly scheduled SNH CoC Board meetings within a calendar year. If a member or alternate has not attended 70% or more of the regularly scheduled SNH CoC Board meetings within a calendar year is not in compliance with the attendance requirement, it will require then a review will be conducted by of the SNH CoC Steering Committee to determine the appropriate follow up and action.

Community Stakeholders Membership

- **Section 3.4 – Community Stakeholders Membership**
 - 3.4.4 The Collaborative Applicant Board Selection Ad Hoc Working Group will coordinate the process, and bring completed applications to an ad hoc working group, who in turn will screen, review and evaluate Board Interest Forms in order to forward present their recommendations to the Steering Committee prior to forwarding to the SNH CoC Board for final action.

Working Group and Ad Hoc Working Group “Champions”

- **Section 3.6 – Working Group and Ad Hoc Working Group Memberships**
 - Obtain CoC Board input regarding **two** potential options for 3.6.1:
 - 3.6.1 **Option A** - SNH CoC Board members will be assigned as a “champion” to each of the Working Groups and/or Ad Hoc Working Groups. Decisions will be based on a consensus of the group, reviewed by the Steering Committee with final recommendations being forwarded to the SNH CoC Board for possible action. The SNH CoC Board can (temporarily) designate a non-board member to “champion” a Working Group until a Board member can be identified.

Working Group and Ad Hoc Working Group “Champions” (cont.)

- Obtain CoC Board input regarding **two** potential options for 3.6.1:
 - 3.6.1 **Option B** - SNH CoC Board members will be assigned as a “champion” to each of the Working Groups and/or Ad Hoc Working Groups. Decisions will be based on a consensus of the group, reviewed by the Steering Committee with final recommendations being forwarded to the SNH CoC Board for possible action. The SNH CoC Board can designate a non-board member to “champion” a Working Group as deemed appropriate.

Annual Budget / Financial

- **Section 4.4 – Steering Committee**

- 4.4.1.5 ~~Financials as it relates to CoC Funding, Trust Funds, (e.g., CoC Budget including revenue and expenditures, etc.)~~

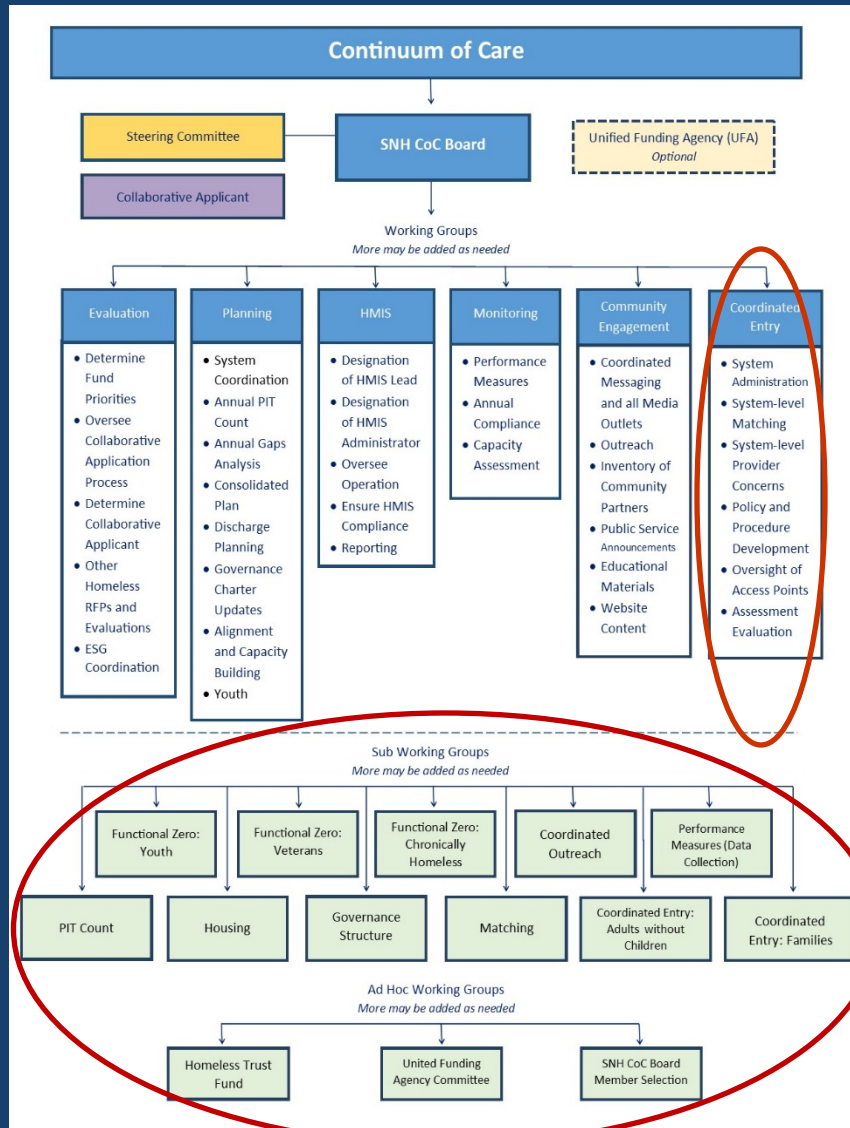
The Steering Committee will review the CoC annual budget provided by the Collaborative Applicant in an effort to monitor and provide input regarding the financial allocations prior to the budget being formally presented to the board. If deemed necessary, the Steering Committee will prepare and present a report to the Board. This financial review will include SNH CoC funding such as planning, programming, HMIS, Homeless Trust Fund and other designated funding sources.

Annual Budget / Financial (cont.)

- **Section 6.4 – Comprehensive Annual Budget**

- 6.4.1 The Collaborative Applicant shall compile and present a CoC comprehensive annual budget as it relates to all regional efforts to end homelessness to present to SNH CoC Board. ~~The Collaborative Applicant will present twice a year a budget expenditure reports to SNH CoC Board.~~ the SNH CoC funding such as planning, programming, HMIS, Homeless Trust Fund and other designated funding sources at a minimum of once per year. This presentation will take place within 60 – 90 days after formal notification has been received from HUD.
- 6.4.2 A comprehensive financial report coordinated by the jurisdictional stakeholders that illustrates all regional efforts to end homelessness will be presented at least once a year to the SNH CoC Board. The target date for this annual presentation is July. The lead on coordinating this comprehensive financial report will be the jurisdictional co-chair for that respective year.

CoC Organizational Flow Chart**



**Found on Page 10

- Added Coordinated Entry Working Group
- Added additional sections for Sub-Working Groups and Ad Hoc Working Groups

CoC Organizational Flow Chart (cont.)

- **Section 2.5 – CoC Organizational Flow Chart**
 - 2.5.1 At a minimum, the CoC will be represented by the SNH CoC Board, the working groups ~~referenced below~~, a Steering Committee, Collaborative Applicant and other Ad Hoc Working Groups created as necessary.
(Reference the CoC Organizational Flow Chart)

Coordinated Entry Working Group

- **Definitions**

- **Coordinated Entry Working Group:** The assigned Champion(s) is charged with leading efforts as it relates to the oversight and implementation of the coordinated entry system including the management of access points, matching practices, tool and resource development and the overall evaluation of the effectiveness and efficiencies in linking vulnerable populations to available housing and services. Requires cross collaboration with other working groups and sharing of information for effective implementation and strategies as well as open and inclusive opportunities for CoC members to participate and be actively involved.



Coordinated Entry Working Group

- **Section 2.6 Working Groups**
 - 2.6.4.6 The Coordinated Entry Working Group is charged with the following items:
 - 2.6.4.6 (A) System Administration;
 - 2.6.4.6 (B) System-level matching;
 - 2.6.4.6 (C) System-level provider concerns;
 - 2.6.4.6 (D) Policy and Procedure Development;
 - 2.6.4.6 (E) Oversight of Access Points; and
 - 2.6.4.6 (F) Assessment Evaluation.
 - Removed 2.6.4.2 (H) from Section 2.6.4.2 “Planning Working Group”
 - Added to the CoC Organizational Flow Chart



Coordinated Entry Working Group (cont.)

- **Section 4.4 Steering Committee**

- 4.4.3 Membership - The Steering Committee will consist of a minimum of ~~9~~ 10 members but not to exceed ~~11~~ 12 members from the SNH CoC Board. At a minimum, the Steering Committee will be made of up the 2 Co-Chairs of the SNH CoC Board; 2 Co-Vice Chairs of the SNH CoC Board; each of the ~~5~~ 6 Working Group Champions; and 2 Community Stakeholders. The Steering Committee will select the at large members from the SNH CoC Board in conjunction with the transition of the Co-Chairs and Co-Vice Chairs. The CoC Coordinator is technical support to the Steering Committee.



Time Schedule

SNH CoC Board Presentation and Review
December 14, 2017

SNH CoC Board acceptance and approval
(with the option to add conditions for possible changes during a motion)
January 11, 2018

SNH CoC Board recommendation to the
CoC for approval
(with the option to add conditions for possible changes during the motion)
January 11, 2018



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