

## Introduction / Background

The Southern Nevada Regional Planning Coalition (SNRPC) was established in 2000 and is comprised of elected officials from Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson, City of Boulder City and the Clark County School District. In 2003, a regional effort to address homelessness in Southern Nevada was established by the SNRPC and in turn created the SNRPC Technical Committee on Homelessness replacing the SNRPC Homelessness Task Force Work Group. Subsequently, the SNRPC Technical Committee on Homelessness adjusted their name to the SNRPC Committee on Homelessness (SNRPC CoH). The SNRPC CoH also acted as the approving body for the Continuum of Care Process. (*Reference Appendix H*) The SNRPC CoH consisted of eleven (11) members from each of the local jurisdictions, school district, law enforcement, mental health and a homeless services representative.

In 2009, the Department of Housing and Urban Development (HUD) enacted the HEARTH Act that established a Continuum of Care (CoC) program to address homelessness and created specific rules, regulations and procedures to be competitive for federal dollars. The HEARTH Act also includes a provision to establish a “governance structure” that ensures an opportunity for all stakeholders to be included and participate in the CoC program.

It has been recognized that Southern Nevada is ahead of most other communities throughout the country in creating a regional collaboration on homelessness issues, while respecting the individual political entities. As a result, this governance structure recognizes the initial regional framework designed by the SNRPC in 2003, while incorporating the rules and regulations enacted through the HEARTH Act and the CoC Program in 2009; hence the re-authorization of the SNRPC CoH and CoC into one cohesive structure in 2014, known as the Southern Nevada Homelessness Continuum of Care and the Southern Nevada Homelessness Continuum of Care Board (SNH CoC Board).

## DEFINITIONS – Key Terms Defined For This Charter

**Ad Hoc Working Group(s)** – Ad Hoc Working Groups are established to work on projects or tasks of critical importance to the SNH CoC. Ad Hoc Working Groups will have varying durations, dependent on the topic or issue. Ad Hoc Working Groups are made up of staff from the participating agencies and sub-populations within the SNH CoC, and may include members of the SNH CoC Board without establishing a quorum of the SNH CoC Board on any Ad Hoc Working Group.

**Champion(s)** – Individuals that serve as the lead (on behalf of the SNH CoC Board) to ensure activities and/or meetings are occurring as it relates to special projects, initiatives, working groups and ad hoc working groups in order to ensure the assignment, direction and timeframes are being met.

**Collaborative Applicant** – The collaborative applicant is the entity that submits the annual CoC Consolidated Application for funding on behalf of the CoC and is charged with collecting and combining the application information from all applicants for all projects within the CoC's geographic area.

**Community Stakeholders** – SNH CoC Board members that consist of for-profit(s), non-profit(s) and/or semi-public agencies which reflect the sub-populations defined within the HEARTH Act and have equal standing and voting privileges of Jurisdictional Stakeholders.

**Continuum of Care (CoC)** – Historically, under the McKinney Vento Act, the CoC was a local network that plans and coordinates funding for services and housing to assist homeless individuals and families. With the adoption of the HEARTH Act, the Continuum of Care (CoC) is an entity that implements the HUD CoC program and includes all who elect to participate and are concerned with and/or providing services to the various homeless subpopulations furthering the direction of the HEARTH Act (24 CFR 578 Subpart B).

**Continuum of Care (CoC) Coordinator**– The Continuum of Care Coordinator is a role that is responsible for coordinating key business items (particularly Federal mandates) on behalf of the CoC and SNH CoC Board and ensuring stakeholders are convened to get business done through a consensus model.

**Continuum of Care (CoC) Member** – A CoC member can be an individual, agency and/or department within a political subdivision who are concerned with and/or providing services to the various homeless sub-populations furthering the direction of the CoC. As it pertains to jurisdictional stakeholders, it is recognized that multiple departments exist within each jurisdiction (i.e., political sub-division). An agency and/or department with more than one individual representing that organization will be recognized as one member. (*Reference Appendix I*)

## SOUTHERN NEVADA HOMELESSNESS CONTINUUM OF CARE (COC) GOVERNANCE STRUCTURE

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

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**Continuum of Care (CoC) Program** – In May of 2009, the HEARTH Act (24 CFR 578) enacted into law the consolidation of Shelter Plus Care, Supportive Housing Program and Single Room Occupancy grants authorized under the original McKinney Vento Act into a single grant program known as the Continuum of Care. The CoC Program is designed to:

- Promote a community-wide commitment to the goal of ending homelessness
- Provide funding for efforts to rapidly re-house homeless individuals and families
- Promote access to and effective use of mainstream programs
- Optimize self-sufficiency among individuals and families experiencing homelessness

**Convener** – A convener is an individual, group or agency responsible for bringing people together to address an issue, problem, or opportunity. In the context of collaborative leadership, it involves convening representatives from multiple sectors for a multi-meeting process, typically on complex issues. A convener, or group of conveners working together, might invite public officials, business professionals, or leaders of community or nonprofit organizations to participate. Conveners use their influence and authority to call people together to collaborate. The convener's primary responsibility is to serve as the organizer and administrator of the collaboration, carrying out the preliminary and follow-up tasks that ensure the process proceeds smoothly.

**HEARTH Act** - Homeless Emergency Assistance and Rapid Transition to Housing Act

**Homeless Management Information System (HMIS)** – A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. The Continuum of Care is responsible for selecting a HMIS software solution that complies with HUD's data collection, management, and reporting standards.

**Jurisdictional Stakeholders** – SNH CoC Board members that reflect the seats on the SNRPC and have equal standing and voting privileges of Community Stakeholders.

**Southern Nevada Regional Planning Coalition (SNRPC)** – On January 27, 2000, the Southern Nevada Regional Planning Coalition was established through a State Legislative action to work together on regional issues impacting all jurisdictions in Southern Nevada. The Coalition is comprised of political subdivisions within the Southern Nevada region and is represented by elected officials from each of the public entities, including the City of Las Vegas, City of North Las Vegas, City of Henderson, City of Boulder City, Clark County and the Clark County School District. (*Reference Appendix D*)

**SNRPC Committee on Homelessness (CoH)** – On September 25, 2003, the Southern Nevada Regional Planning Coalition (SNRPC) established the Technical Committee on Homelessness (CoH) to oversee, coordinate, collaborate, plan and address homeless issues and activities at a regional level, in an effort to address the needs of homeless persons in Southern Nevada. Through an Interlocal Agreement that is renewed annually, the SNRPC CoH city and county partners share costs (proportionately based on population) to assist with funding key homeless initiatives that support the coordination of federally mandated and/or core regional efforts to end homelessness (i.e., annual census, HMIS). (*Reference Appendix F*)

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Upon the adoption of this governance structure as stipulated by the HEARTH Act, the SNRPC CoH and the CoC will officially converge and be known as the Southern Nevada Homelessness Continuum of Care Board (SNH CoC Board).

**Southern Nevada Homelessness Continuum of Care Board (SNH CoC Board)** - This is the official board acting on behalf of the Continuum of Care to take care of all related business requiring direction and/or formal actions and furthering the mission to end homelessness in Southern Nevada. Upon the adoption of this governance structure as stipulated by the HEARTH Act, the SNRPC CoH and the CoC will officially converge and be known as the Southern Nevada Homelessness Continuum of Care Board (SNH CoC Board).

The SNH CoC Board consists of two distinct groups: 1) Jurisdictional Stakeholders that reflects the seats on the SNRPC and 2) Community Stakeholders that reflects the sub-populations defined within the HEARTH Act as well as furthering the intent of the Continuum of Care.

**Steering Committee** – Given the size of the SNH CoC Board representing both jurisdictional stakeholders and community stakeholders, a Steering Committee is established to create clarity for the SNH CoC Board by focusing on the routine administrative business matters related to the CoC and SNH CoC Board, setting future SNH CoC Board meetings and agendas, strategic planning, coordination of the working groups, and review financial activities among other administrative items. The committee functions as a fact finding, research and development body pertaining to administrative functions and ultimately schedules such matters before the full SNH CoC Board for discussion, review and/or approval.

**Sub-population (homeless)** - For the purpose of the governance structure, sub-populations are referring to categories of individuals with related, yet distinct, needs that can be address through a continuum of care. Representation of the sub-population as required by in the HEARTH Act must be reflected on the SNH CoC Board. (*Reference Section 3.2*)

**Unified Funding Agency (UFA)** – The organization that serves as the fiscal agent that is responsible for the fiscal oversight and administration of federal funds awarded to the CoC.

**Working Group(s)** – Working Groups are established to address mandates and/or topics of critical importance to the SNH CoC and specifically referenced in the HEARTH Act. Working Groups are ongoing in nature and made up of SNH CoC Board members, staff from local jurisdictions and CoC members representing sub-populations without establishing a quorum of the SNH CoC Board members on any of the Working Groups. Below are further definitions for each of the standing working groups:

- **Evaluation Working Group:** The assigned Champion(s) is charged with leading efforts as it relates to funding priorities, collaborative application processes, RFPs and evaluations associated with homeless efforts and ESG coordination. 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.
- **Planning Working Group:** The assigned Champion(s) is charged with leading efforts as it relates to system coordination, annual point in time count, gaps analysis, consolidated plan, discharge planning, governance structure updates, alignment and capacity building, coordinated intake, and youth. 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.
- ~~**HMIS Working Group:** The assigned Champion(s) is charged with leading efforts as it relates to the designation of HMIS Lead, designation of HMIS Administrator, oversee operations, ensure HMIS compliance and reporting. 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.~~
- **Data and System Performance Working Group:** The assigned Champion(s) is charged with leading efforts as it relates to the review all data including homeless related and other community indicators that will assist the CoC in making data informed recommendations and decisions and communicating those findings and recommendations to the relevant working groups and the SNH CoC Board.
- **Monitoring Working Group:** The assigned Champion(s) is charged with leading efforts as it relates to performance measures (*e.g., baseline of system bed availability/capacity (filled)--broken down by type in order to monitor success/performance; monitoring the “cue” related coordinated intake; impact of outreach efforts*). 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.
- **Community Engagement Working Group:** The assigned Champion(s) is charged with leading efforts as it relates to coordinated messaging and all media outlets, outreach, inventory of community partners, public service announcements, educational materials and Website content. 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:** 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.

- **Youth Working Group:** The assigned Champion(s) is charged with leading efforts as it relates to oversight and implementation of systemic change for homeless youth service provision. The various subgroups addressing youth homelessness will provide information to this group in order to ensure community coordination and collaboration and to inform potential system change.

## **ARTICLE 1 – AUTHORIZATION, NAME AND SERVICE AREA**

### **Section 1.1 - Authorization**

- 1.1.1 In an effort to address the needs of homeless persons in the Southern Nevada region, the Southern Nevada Regional Planning Coalition (SNRPC) established the SNRPC Committee on Homelessness (CoH) on September 25, 2003, to oversee, coordinate, collaborate, plan and address homeless issues and activities at a regional level.
- 1.1.2 Given the new Federal definition of a Continuum of Care Program, the governance structure herein incorporates the goals of the SNRPC CoH together with the single grant program entitled the Continuum of Care that incorporate the rules and regulations defined by the HEARTH Act (24 CFR par 578).
- 1.1.3 The HEARTH Act consolidates the Shelter Plus Care, Supportive Housing Program and Single Room Occupancy grants authorized under the original McKinney Vento Act into a single grant program known as the Continuum of Care Program. The CoC Program is designed to:
  - 1.1.3.1 Promote a community-wide commitment to the goal of ending homelessness
  - 1.1.3.2 Provide funding for efforts to rapidly re-house homeless individuals and families
  - 1.1.3.3 Promote access to and effective use of mainstream programs
  - 1.1.3.4 Optimize self-sufficiency among individuals and families experiencing homelessness

### **Section 1.2 - Name**

- 1.2.1 In May of 2009, the HEARTH Act (24 CFR 578) enacted into law by Congress and gives the Continuum of Care (CoC) membership the authority to create a continuum of care board, which shall be known as the Southern Nevada Homelessness Continuum of Care (SNH CoC) Board. In Southern Nevada, the SNH CoC Board also incorporates the roles, responsibilities and delegated authority of the SNRPC CoH.

### **Section 1.3 - Service Area**

**SOUTHERN NEVADA HOMELESSNESS CONTINUUM OF CARE (COC) GOVERNANCE STRUCTURE**

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- 1.3.1 The SNH CoC Board services the greater Southern Nevada region, including the metropolitan area of unincorporated Clark County and the incorporated cities within Clark County.

## **ARTICLE 2 – COC ORGANIZATIONAL STRUCTURE**

### **Section 2.1 - CoC Purpose**

2.1.1 The purpose of the CoC is to carry out designated responsibilities of the HEARTH Act.

### **Section 2.2 - CoC Responsibilities**

2.2.1 The CoC is required to carry out the following responsibilities, as designated by the HEARTH Act.

2.2.1.1 Establish a board to act on behalf of the Continuum of Care. This board must 1.) be a representative of the relevant organizations and of projects serving homeless subpopulations; and 2.) include at least one homeless or formerly homeless individual.

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

2.2.1.3 At least annually, publicly make an invitation for new members to join.

2.2.1.4 Adopt and follow a written process to select a board to act on behalf of the CoC. The process must be reviewed, updated and approved by the CoC at least once every 5 years. Initial adoption occurred in 2014. (*Reference Section 3.5*)

2.2.1.5 Appoint additional committees, subcommittees, or workgroups (as needed).

2.2.1.6 In consultation with the CoC Coordinator and the HMIS Lead, develop, follow and update the governance charter at least once within a 5 year timeframe, which will include all procedures and policies needed to comply with 24 CFR 578 Subpart B and with the HMIS requirements from HUD; and a code of conduct and recusal process for the board, its chair and any person acting on behalf of the board.

2.2.1.7 Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;

2.2.1.8 Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care Program, and report to HUD;

2.2.1.9 In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The CoC must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. This system must comply with any requirements established by HUD.

- 2.2.1.10 In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance.
- 2.2.1.11 Designate and operate an HMIS, per 24 CFR 578 Subpart B.
- 2.2.1.12 Update and maintain the Continuum of Care plan, per 24 CFR 578 Subpart B, as detailed in the Help Hope Home Regional Plan to End Homelessness.
- 2.2.1.13 Prepare and oversee the development and submission of the annual application for CoC funds.
- 2.2.1.14 Establish funding priorities for funding projects in its geographic area.
- 2.2.1.15 Design, operate and follow a collaborative process for developing applications and approving the submission of applications in response to a HUD NOFA in concert with the funding priorities and plan adopted by the CoC.
- 2.2.1.16 Designate the Collaborative Applicant in conjunction with the reauthorization of the governance structure (every 5 years) or as needed. (*Reference Section 2.8 – Collaborative Applicant*)
- 2.2.1.17 The CoC may designate the collaborative applicant to seek Unified Funding Agency (UFA) designation. Upon designation, a collaborative applicant shall request UFA status through the annual CoC Collaborative Application process. HUD will inform the collaborative applicant and the UFA if it meets the criteria. The CoC will annually re-authorize the UFA. (*Reference Section 2.9*)

## Section 2.3 - CoC Delegation of Responsibilities

- 2.3.1 The CoC delegates to SNH CoC Board the responsibilities that must be carried out per the HEARTH Act to include, but not limited to, the operations of the CoC.

## Section 2.4 - Purpose and Responsibilities of the SNH CoC Board

- 2.4.1 The purpose is to carry out the operations of the CoC as delegated by the CoC in accordance with the process approved under 24 CFR 578 Subpart B and other responsibilities that were formerly directed by the SNRPC; including, but is not limited to:
  - 2.4.1.1 Approving the comprehensive homeless plan and any expenditure of regional budget dollars as well as guiding the contributions of private and government entities.
  - 2.4.1.2 Coordinating homeless housing and service programs to the homeless in Southern Nevada (among public, private, and non-profit jurisdictions) to address competing goals and conflicting services, in order to reduce and eliminate duplication of services.
  - 2.4.1.4 Developing an evaluation component (outcome measurement) for all current homeless services. Implementation of the outcome measurements will be required of all recipients of the CoC homeless funds.

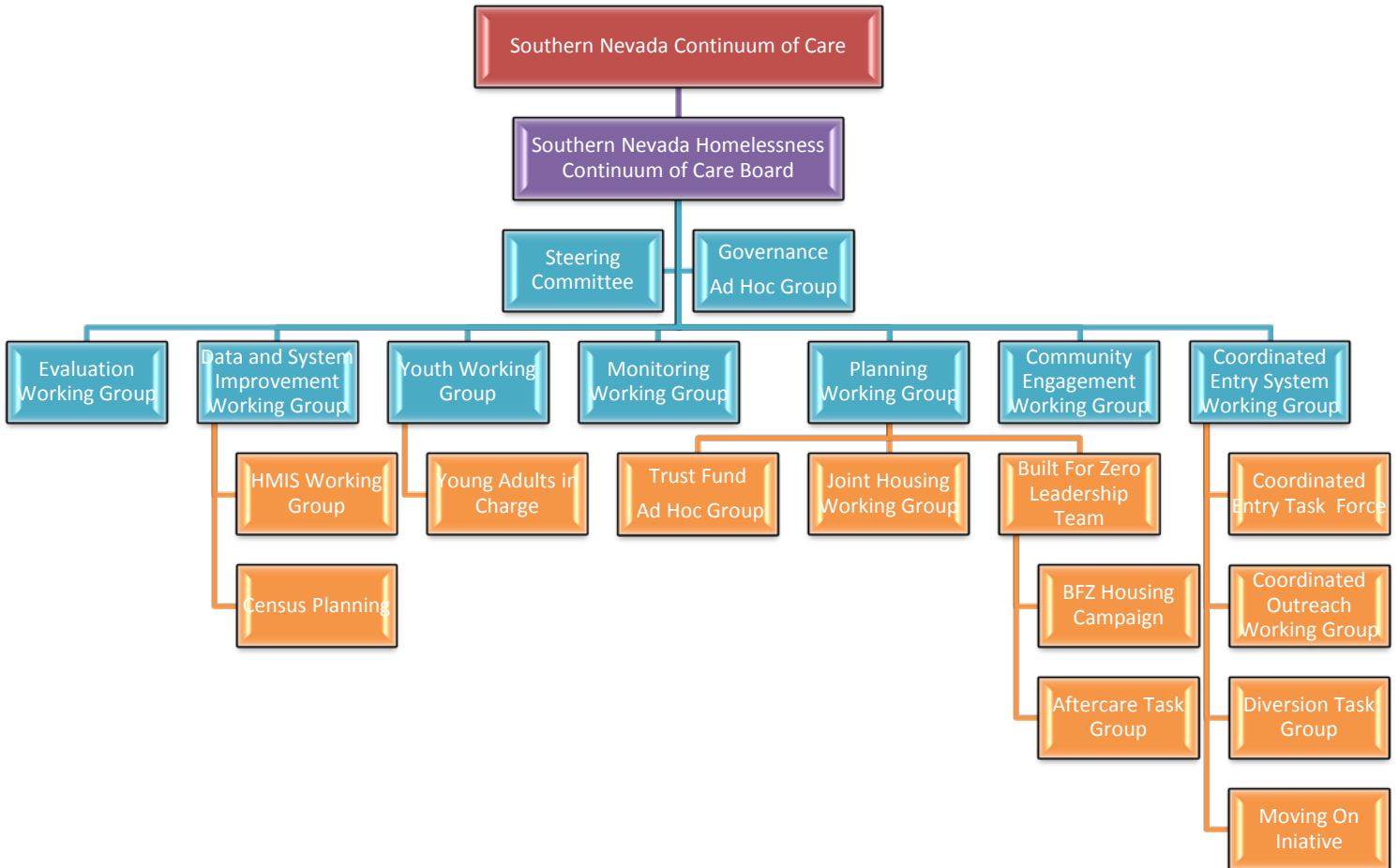
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- 2.4.1.5 Working with all the local jurisdictions, other public, private, and non-profit groups in developing a continuum of care system that is consistent with local, state and federal priorities.
- 2.4.1.6 Coordinating and collaborating with United Way of Southern Nevada to identify and access private funding streams that support the needs throughout the valley that cannot be met with existing resources. Financial contributions made to the Southern Nevada Homeless Trust Fund are managed and administered by the **Southern Nevada Homeless Continuum of Care (SNH CoC) Board** and shall be utilized in supporting community-wide efforts around homelessness, filling gaps in services and in preventative services. (see Appendix, Section G)
- 2.4.1.7 Ensuring case management services are coordinated throughout Southern Nevada.
- 2.4.1.8 Identifying and applying for competitive homeless-related federal, state and local grants, as appropriate.
- 2.4.1.9 Voting on the recommendations from the Board Member Selection Ad Hoc Working Group for the SNH CoC Board membership.

## 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, a Steering Committee, Collaborative Applicant and other Ad Hoc Working Groups created as necessary. (Reference the CoC Organizational Flow Chart)
- 2.5.2 Each of the working groups referenced above includes core items to ensure oversight and active coordination. The assigned Champion for each of the working groups ensures items are being implemented and/or completed and should not be presumed to take on each core item independently. The assigned Champion and their working group members must rely on other CoC members to participate in order to complete each of the core items.
- 2.5.3 For a complete listing of CoC members/agencies assigned to the SNH CoC Board, Steering Committee, Working Group Champions, Ad-Hoc Working Group Champions, and Sub-Working Group Chairs, reference Appendix M.

## Section 2.6 - Working Groups

- 2.6.1 Working Groups are created by SNH CoC Board to meet the operational needs of the CoC that would research, brainstorm, discuss and/or evaluate in order to develop recommendations to the SNH CoC Board. Working groups may include sub-working groups as needed. The purpose and scope for each working group shall be defined at the time the working groups are created and develop their own policies and procedures that are consistent with the governance structure and adopted by the SNH CoC Board.
- 2.6.2 All SNH CoC Board members or their alternate shall serve on at least one Working Group. Board members who have conflicts with attending working group meetings shall contact the respective champion(s) to develop alternative means of participation. Each working group will have a minimum of one SNH CoC Board member or their alternate as a champion. Working groups are not subject to the Open Meeting Law, but should remain open to public participation and observation.
- 2.6.3 All fiscal and policy matters must be forwarded to the SNH CoC Board with recommendations by the Working Group.
- 2.6.4 At the adoption of the governance structure, the following Working Groups are established with associated responsibilities:
- 2.6.4.1 The **Evaluation Working Group** is charged with the following items:
- 2.6.4.1 (A) Determine Fund Priorities
  - 2.6.4.1 (B) Collaborative Application Process
  - 2.6.4.1 (C) Collaborative Applicant
  - 2.6.4.1 (D) Other Homeless RFP's and applications for other funding sources that can be used to support homeless services
  - 2.6.4.2 (E) ESG Coordination
- 2.6.4.2 The **Planning Working Group** is charged with the following items:
- 2.6.4.2 (A) System Coordination (may include locally defined priority sub-populations such as youth, senior, veterans, etc.)
  - 2.6.4.2 (B) Annual Point In Time (PIT) Count
  - 2.6.4.2 (C) Annual Gaps Analysis
  - 2.6.4.2 (D) Consolidated Plan
  - 2.6.4.2 (E) Discharge Planning
  - 2.6.4.2 (F) Governance Charter Updates
  - 2.6.4.2 (G) Alignment and Capacity Building
  - 2.6.4.2 (I) Youth
  - 2.6.4.2 (J) Develop a plan that includes:
    - 1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:
      - (a) Outreach, engagement, and assessment;
      - (b) Shelter, housing, and supportive services;

- (c) Prevention strategies.
- 2) Planning for annually conducting a point-in-time count of homeless persons within the geographic area that meets the following requirements:
  - (a) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons;
  - (b) Persons living in emergency shelters and transitional housing must be counted as sheltered homeless persons; and
  - (c) Other requirements established by HUD by Notice.
- 3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;
- 4) Providing information required to complete the Consolidated Plan(s) for HUD Block Grants within the Continuum's geographic area; and
- 5) Consulting with State and local government Emergency Solutions Grants program recipients within the Continuum's geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program sub-recipients.

~~2.6.4.3 The HMIS Working Group is charged with the following items:~~

~~2.6.4.3 (A) Designation of Lead and Administrator;~~

~~2.6.4.3 (B) Overseeing Operations of information and processes; and~~

~~2.6.4.3 (C) Compliance and Reporting;~~

~~2.6.4.3 (D) Responsible for reporting the following:~~

- ~~1) Designation of a single Homeless Management Information System (HMIS) for the geographic area;~~
- ~~2) Designation of an eligible applicant to manage the Continuum's HMIS, which will be known as the HMIS Lead;~~
- ~~3) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS;~~
- ~~4) Ensure consistent participation of recipients and sub-recipients in the HMIS; and~~
- ~~5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.~~

**2.6.4.3 The Data and System Performance Working Group is charged with the following items:**

**(A) receive reports from the HMIS Working Group to include:**

- 1) Designation of Lead and Administrator;**
- 2) Oversight of Operations of information and processes; and**
- 3) Compliance and Reporting;**
- 4) Compliance with activities set forth by the HEARTH Act**

**(B) Review all data including homeless related and other community indicators that will assist the CoC in making data informed recommendations and decisions.**

**(C) Communicate findings and recommendations to the relevant working groups and the SNH CoC Board.**

2.6.4.4 The **Monitoring Working Group** shall be responsible for the following:

2.6.4.4 (A) Performance Measures;

- 2.6.4.4 (B) Annual Compliance; and
- 2.6.4.4 (C) Capacity Assessment.

2.6.4.5 The **Community Engagement Working Group** is charged with the following items:

- 2.6.4.5 (A) Coordinated Messaging and Media (including social media and any other media outlets);
- 2.6.4.5 (B) Outreach;
- 2.6.4.5 (C) Inventory of Community Partners;
- 2.6.4.5 (D) Public Service Announcements;
- 2.6.4.5 (E) Educational Materials; and
- 2.6.4.5 (F) Website Content.

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.

2.6.4.7 The **Youth Working Group** is charged with the following items:

- 2.6.4.7 (A) Coordination of Strategic Planning to Address Youth Homelessness;
- 2.6.4.6 (B) Policy and Procedure Development;
- 2.6.4.6 (C) Youth System Coordination; and
- 2.6.4.6 (D) Assessment Evaluation

## Section 2.7 - Ad Hoc Working Groups

- 2.7.1 Creation of an Ad Hoc Working Group shall be approved by the SNH CoC Board. The creation of an Ad Hoc Working Group(s) may be requested by a SNH CoC Board member or the Steering Committee, in order to meet the operational needs of the CoC.
- 2.7.2 Ad Hoc Working Groups are formed to do additional research, brainstorm discuss and/or evaluate programs, projects or issues, in order to provide information, strategies or proposals for the CoC and/or SNH CoC Board. Periodic updates and/or report outs will be presented to the board, and may include recommendations (if appropriate). The subject, composition and scope for each Ad Hoc Working Group shall be defined at the time the working groups are created. Ad Hoc Working groups are not subject to the Open Meeting Law, but are encouraged to remain open to public observation and/or participation when appropriate. All fiscal and policy matters must be forwarded to the SNH CoC Board with recommendations.

## 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.

## **Section 2.9 - Collaborative Applicant**

- 2.9.1 The Collaborative Applicant works with the Evaluation Working Group to prepare for and submit the annual CoC Consolidated Application for funding on behalf of the CoC.
- 2.9.2 The Collaborative Applicant is charged with collecting and combining the application information from all applicants for all projects within the CoC's geographic area.
- 2.9.3 If the CoC chooses to apply for CoC planning funds, the Collaborative Applicant is the only eligible applicant able to apply for these funds on behalf of the CoC.
- 2.9.4 The CoC retains all of its responsibilities, even if it designates one or more eligible applicants other than itself to be the Collaborative Applicant that applies for funds on behalf of the Continuum of Care. This includes approving the application for funds.
- 2.9.5 The CoC will entertain applications for the Collaborative Applicant every 5 years, or as needed. The Board is responsible for reviewing, evaluating and making a recommendation to the CoC.

## **Section 2.10 - Unified Funding Agency (UFA)**

- 2.10.1 If a Unified Funding Agency is approved and designated by HUD, the UFA becomes the Collaborative Applicant and assumes the following responsibilities:
  - 2.10.1.1 Apply for funding for all projects within the geographical area as recommended by the Evaluation Working Group and approved by the SNH CoC Board; and enter into a grant agreement with HUD for all of the projects.
  - 2.10.1.2 Enter into legally binding grant agreements with sub-recipients, and receive and distribute funds to sub-recipients for all projects within the geographic area.
  - 2.10.1.3 Require sub-recipients to establish fiscal control and accounting procedures necessary to assure proper disbursement of and accounting for federal funds in accordance with the requirements of 24 CFR parts 84 and 85 and corresponding OMB circulars.
  - 2.10.1.4 Obtain approval of any proposed grant agreement amendments by the CoC before submitting a request for an amendment to HUD.
  - 2.10.1.5 The CoC will entertain applications for the UFA every 5 years, or as needed. The Board is responsible for reviewing, evaluating and making a recommendation to the CoC.

## **ARTICLE 3 – MEMBERSHIP**

### **Section 3.1 - CoC Membership**

- 3.1.1 On behalf of the CoC, the SNH CoC Board will issue a public invitation for new members to officially join the Continuum of Care from within the service area on an annual basis. *(Reference Section 2.2.1.3)*
- 3.1.2 CoC Members will have the opportunity to vote at the CoC meetings as well as any special CoC meetings that may occur.
- 3.1.3 CoC Members are encouraged to participate on working group(s) and/or ad hoc working group(s).

### **Section 3.2 - SNH CoC Board Membership**

- 3.2.1 Upon the adoption of this governance structure, the SNRPC CoH will begin the process of expanding representation of the CoC to include the HEARTH Act required community stakeholders *(Reference Section 3.4)*, and will be known as SNH CoC Board.
- 3.2.2 The stakeholders are comprised of representatives from governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, homeless and formerly homeless persons and any other identified stakeholder that benefits the mission of the CoC to the extent these stakeholders are represented in the geographic area and available to participate.
  - 3.2.2.1 For the purpose of defining how members and officers are selected, the SNH CoC Board is organized into two groups (Jurisdictional Stakeholders and Community Stakeholders) that have equal standing and voting privileges.
- 3.2.3 SNH CoC Board defines and authorizes the following as relevant organizations and representatives of homelessness subpopulations of SNH CoC Board. One board member may represent the interests of more than one homeless subpopulation, and the board must represent all subpopulations within the CoC to the extent that someone is available and willing to represent that subpopulation on the board. SNH CoC Board is established by the CoC in accordance with the process approved. *(Reference Appendix A - 24 Code of Federal Regulations (CFR) part 578.7(a) (3))*.

**SOUTHERN NEVADA HOMELESSNESS CONTINUUM OF CARE (COC) GOVERNANCE STRUCTURE**

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

<b>SNH CoC Board Structure under the HEARTH Act</b> *Sitting members on the SNRPC.		<b>Sub-population representation</b>	<b>Organizational Representative</b>
Jurisdictional Stakeholders (Fixed Terms/Designated)	<u>GOVERNMENT</u> (5) <ul style="list-style-type: none"> <li>Clark County*</li> <li>City of Las Vegas*</li> <li>City of Henderson*</li> <li>City of North Las Vegas*</li> <li>City of Boulder City*</li> </ul>	<ul style="list-style-type: none"> <li>Families with Children</li> <li>Unaccompanied Youth</li> <li>Seniors</li> <li>Veterans</li> <li>Chronic Homeless</li> <li>Substance abuse</li> <li>Victims of domestic violence</li> <li>Seriously mentally Ill</li> <li>Transition Age Youth</li> <li>HIV/AIDS</li> <li>Pregnant/ Parenting transition age youth or unaccompanied youth</li> <li>Homeless</li> <li>Human Trafficking</li> <li>LGBTQ</li> <li>Child Welfare</li> <li>Jail/Corrections</li> </ul>	Each jurisdiction is a representative of the Jurisdictional Stakeholders and designated by each of the participating jurisdictions.
	<u>SCHOOL DISTRICT</u> (1) <ul style="list-style-type: none"> <li>Clark County School District*</li> </ul>		The School District is a representative of the Jurisdictional Stakeholders and is designated by the CCSD.
Community Stakeholders (Staggered Terms/Appointed)	<u>PUBLIC HOUSING AGENCY</u> (1)		Charged with coordinating efforts with all other public housing authorities within the service area.
	<u>LAW ENFORCEMENT</u> (1)		Charged with coordinating efforts with all other public law enforcement agencies within the services area.
	<u>FAITH BASED ORGANIZATION</u> (2)		Charged with coordinating efforts with all faith-based groups.
	<u>BUSINESSES</u> (3)		Charged with coordinating efforts with all business organizations
	<u>AFFORDABLE HOUSING DEVELOPERS</u> (1)		Charged with coordinating efforts with all nonprofit housing developers.
	<u>SOCIAL SERVICE PROVIDERS</u> (3) Provider (e.g., social services providers, victim service providers)		Charged with coordinating efforts with all social service non-profit providers.
	<u>MENTAL HEALTH AGENCIES</u> (1) Mental Health Agencies		Charged with coordinating efforts with all mental health agencies.
	<u>HOMELESS OR FORMERLY HOMELESS</u> (2)		Charged with representing all homeless individuals or formerly homeless individuals.
	<u>ORGANIZATIONS THAT SERVE HOMELESS AND FORMERLY HOMELESS VETERANS</u> (2)		Charged with coordinating efforts with all homeless veteran providers.
	<u>UNIVERSITIES</u> (1)		Charged with coordinating efforts with all higher education organizations.
	<u>HEALTH CARE PROVIDER</u> (2)		Charged with coordinating efforts with all local hospitals.
	<u>ADVOCATES</u> (3) At-Large Members		Rotating seat for consideration
	<u>EMERGENCY MEDICAL SERVICES (EMS)</u> (1)		Charged with coordinating efforts with all Emergency Medical Services.
<u>WORKFORCE INVESTMENT</u> (1)		Charged with coordinating efforts with all workforce investment agencies.	
<u>FEDERALLY DESIGNATED- EMERGENCY FOOD AND SHELTER PROGRAM (EFSP)</u> (1)		Charged with coordinating efforts on behalf of EFSP.	

### **Section 3.3 - Jurisdictional Stakeholders Membership**

- 3.3.1 The Jurisdictional Stakeholders are comprised of all the participating governmental entities that are represented on the SNRPC. At the time this Charter is adopted, members include representation from Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson, City of Boulder City and the Clark County School District, but may be expanded or reduced based on SNRPC representation. Jurisdictional Stakeholders are members and officers selected by a different process than the Community Stakeholders; however, all members from both groups have equal status and voting privileges.
- 3.3.2 Each Jurisdictional seat on SNH CoC Board shall represent the greater interest of their respective political subdivision.
- 3.3.3 Membership of the Jurisdictional Stakeholders may expand or be reduced, based on the political subdivision's active participation in the SNRPC membership. Each participating political subdivision sitting on the SNRPC assigns their respective representative and alternate to SNH CoC Board.
- 3.3.4 Terms of the Jurisdictional Stakeholders are in perpetuity or until one of the political subdivisions elects not to participate. Each Jurisdictional Stakeholder must complete the CoC membership form so it is on the record that they are a member of the CoC.

### **Section 3.4 - Community Stakeholders Membership**

- 3.4.1 Representation of the Community Stakeholders may expand or be reduced, based on the HEARTH Act requirements or the determination that greater or fewer representation serves in the interest of the CoC while accurately reflecting the relevant organizations and representatives of homelessness subpopulations. Community Stakeholders are members and officers selected by a different process than the Jurisdictional Stakeholders; however, all members from both groups have equal standing and voting privileges.
- 3.4.2 On behalf of the CoC, the SNH Continuum of Care Board issues a public invitation for CoC members from within the service area at least annually and solicits members to complete a Board of Interest Form.
- 3.4.3 All non-profits and for-profits wishing to serve on SNH CoC Board must complete a Board Interest Form for consideration. If no interest is shown, SNH CoC Board shall reach out to prospective group(s) for consideration.
- 3.4.4 The Board Selection Ad Hoc Working Group will coordinate the process, and screen, review and evaluate Board Interest Forms in order to present their recommendations to the Steering Committee prior to forwarding to the SNH CoC Board for final action.
- 3.4.5 Board of Interest Form may be submitted anytime throughout the year. Cut off dates to be considered for the following calendar year, will be determined by the Board Selection Ad Hoc Working Group and published accordingly. For members currently serving but whose term will expire, a Board of Interest Form must be submitted in order to be considered for another term.

- 3.4.6 Each Community Stakeholder seat on SNH CoC Board shall represent the greater interest of the relevant group they represent.
- 3.4.7 Each Community Stakeholder voted onto SNH CoC Board assigns their respective alternate to SNH CoC Board. The alternate must also be within the same relevant group as the primary Community Stakeholder. (i.e., business seat must be represented with a business alternate; advocate seat must be represented with an advocate alternate)
- 3.4.8 All Community Stakeholders on SNH CoC shall serve staggered terms, for four (4) year terms each. There are no limits to the number of terms served.
- 3.4.9 At the January 2015 meeting, following approval of the board, Community Stakeholder members will draw numbers from a hat, to determine the rotation. Even numbers will serve a two (2) year term, odd numbers will serve a four (4) year term, with all serving a four (4) year term thereafter.

### **Section 3.5 - SNH CoC Board Member Selection Process for Community Stakeholders:**

- 3.5.1 A Board Member Selection Ad Hoc Working Group will be created by the SNH CoC Board.
- 3.5.2 Anyone who wants to be considered to serve on the SNH CoC Board must complete a Board Interest Form. (*Reference Appendix I*)
- 3.5.3 Completed Board Interest Forms may be submitted throughout the year online at [www.helpohpehome.org](http://www.helpohpehome.org), to the Steering Committee or the SNH CoC Board Member Selection Ad Working Group.
- 3.5.4 Incomplete forms will not be processed for further consideration by the Board Member Selection Ad-Hoc Group. Incomplete forms will be returned to the applicant making one request for required missing information to be resubmitted.
- 3.5.5 Once the SNH CoC Board is in place (January 2015), only Board Interest Forms that are submitted prior to future appointments will be reviewed and considered for a January appointment. In the absence of a Board Interest Form for a designated seat on the SNH CoC Board, the Board Member Selection Ad Hoc Working Group may reach out to appropriate parties for consideration.
- 3.5.6 The Board Member Selection Ad Hoc Working Group will review and prepare their recommendations for the SNH CoC Board to consider at its January meeting.
- 3.5.7 At the January SNH CoC Board meeting, the Board Member Selection Ad Hoc Working Group will present the recommendations to the SNH CoC Board for approval. Voting will occur separately for each category/seat being considered.

## **Section 3.6 - Working Group and Ad Hoc Working Group Memberships**

- 3.6.1 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 CoC member to champion a Working Group as deemed appropriate.
- 3.6.2 Consideration for changes and/or rotation of a working group and/or ad hoc working group champions will be reviewed and considered by the Steering Committee with final recommendations being forwarded to the SNH CoC Board for possible action.

## **Section 3.7 - Responsibilities of All Members**

- 3.7.1 Advance the mission and purpose of the SNH CoC Board and the CoC.
- 3.7.2 Each SNH CoC Board member shall serve on at least one Working Group, Ad Hoc Group, and/or Sub-Working Group. Another CoC member’s participation can count towards this requirement as long as the participant represents the same Community Stakeholder’s sub-population. It is the SNH CoC Board member’s responsibility to report this to the Champion of the Working Group, Ad Hoc Group and/or Sub-Working Group.
- 3.7.3 Motivate and encourage active participation by all committee members at meetings and in identified initiatives.
- 3.7.4 Uphold and enforce the governance structure.
- 3.7.5 Providers to provide services and deliver reports, as required by the SNH CoC Board and/or HUD through notices.

## **Section 3.8 - Voting**

- 3.8.1 The CoC members shall have voting privileges for all items on the CoC agenda requiring a formal action, as published on the agenda. Voting privileges shall be one vote per CoC member. (*Reference CoC Member definition*)
- 3.8.2 All CoC members present at the meeting establish the quorum for the purpose of voting.
- 3.8.3 SNH CoC Board members shall have voting privileges at all meetings, unless identified conflicts of interest exist. In the absence of the primary member, the alternate will have the same voting privileges, authority, duties and responsibilities.

## **Section 3.9 - Attendance**

- 3.9.1 Attendance and active participation at SNH CoC Board meetings is a key responsibility for all committee members and their representatives.
- 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. If a member or alternate has not attended 70% or more of the regularly scheduled SNH CoC

Board meetings within a calendar year, it will require a review of the SNH CoC Steering Committee to determine the appropriate follow up and action.

- 3.9.3 To notify of an absence before a scheduled SNH CoC Board meeting, the representative or alternate representative must contact one of the Co-Chairs and/or the Collaborative Applicant in advance of the meeting.

### **Section 3.10 - Vacancies**

- 3.10.1 Vacancies may be filled by the alternate representative for that agency for the remainder of the unexpired term.
- 3.10.2 When a Community Stakeholder seat is vacated, the Board Member Selection Ad Hoc Working Group will be reconvened to review Board Interest Forms and make a recommendation to the SNH CoC Board.

### **Section 3.11 - Resignations**

- 3.11.1 A member may resign at any time by giving written notice to SNH CoC Board or the Collaborative Applicant. Such resignation shall take effect upon the date stated in the notice. If no date is specified in the notice, the resignation will be effective immediately.

### **Section 3.12 - Termination**

- 3.12.1 A member may be removed for failure to comply with the requirements, perform the duties and responsibilities, or exercise the leadership necessary for the position. Removal of a member shall require a two-thirds vote of SNH CoC Board members present at a regular or special meeting.

## **ARTICLE 4 – OFFICERS**

### **Section 4.1 - SNH CoC Board Co-Chair(s) and Responsibilities**

- 4.1.1 The SNH CoC Board must include two Co-Chairs. One Co-Chair shall be a Jurisdictional Stakeholder voting member of the SNH CoC Board that will serve on a rotation basis that follows the SNRPC Chair rotation. (*Reference Appendix E*) The second Co-Chair shall be a Community Stakeholder voting member of the SNH CoC Board that held the Co-Vice Chair the previous year. In the event the Co-Vice Chair is not available to serve as the Co-Chair, the office can be nominated by any voting member on the SNH CoC Board and approved by a majority vote.
- 4.1.2 The Co-Chairs shall perform the following:
- 4.1.2.1 Facilitate SNH CoC Board meetings;
  - 4.1.2.2 Advance the mission and purpose of the SNH CoC Board;
  - 4.1.2.3 Motivate and encourage active participation by all Committee Members at meetings and in identified initiatives;
  - 4.1.2.4 Uphold and enforce the governance structure

### **Section 4.2 - SNH CoC Board Co-Vice Chair(s) and Responsibilities**

- 4.2.1 The SNH CoC Board must include two Co-Vice Chairs. One Co-Vice Chair shall be a Jurisdictional Stakeholder voting member of the SNH CoC Board that will serve on a rotation basis that follows the SNRPC Vice Chair rotation. (*Reference Appendix E*) The second Co-Vice Chair shall be a Community Stakeholder voting member of the SNH CoC Board and can be nominated by any voting member on the SNH CoC Board and approved by a majority vote.
- 4.2.2 The Co-Vice Chairs shall be next in line for Co-Chair and perform the following:
- 4.2.2.1 Chair and facilitate the SNH CoC Board meetings in the absence of the Chair
  - 4.2.2.2 Advance the mission and purpose of the SNH CoC Board;
  - 4.2.2.3 Oversee initiatives and serve as liaison to the chair as necessary.

### **Section 4.3 - Term of Office**

- 4.3.1 Term of each Co-Chair and Co-Vice Chair commences in January and each term shall be for one calendar year. In the event there is a vacancy as it relates to the rotation of officers, the committee will accept nominations and approve the interim officer and a scheduled SNH CoC Board meeting.

## Section 4.4 - Steering Committee

- 4.4.1 Role and Responsibilities - A Steering Committee is formed to focus on the following items for the SNH CoC Board:
  - 4.4.1.1 General Business – Setting Direction (i.e., agenda setting)
  - 4.4.1.2 Strategic Alignment of programs, resources, activities that furthers our collective efforts to end homelessness
  - 4.4.1.3 Responsible for developing the Strategic Planning Framework
  - 4.4.1.4 Board Orientation / Mentoring
  - 4.4.1.5 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.
  - 4.4.1.6 Working Group Information Sharing / Coordination
  - 4.4.1.7 Agenda Setting - Agenda setting shall occur with the Steering Committee. The agendas shall be organized to include formal actions, business items; updates; topic discussions that could be in a workshop format; and informational sharing including challenges or issues for Board member input and feedback by CoC members. An agenda along with all supporting documentation shall be distributed and available for the SNH CoC Board members at the time of the official posting of the agenda.
- 4.4.2 Procedures
  - 4.4.2.1 The Steering Committee will meet monthly and may adjust their meetings as deemed appropriate to support the direction of the SNH CoC Board.
  - 4.4.2.2 The Steering Committee serves in the capacity of fact finding, research and development body for the Board with final recommendations being forwarded to the SNH CoC Board for final action.
  - 4.4.2.3 Supplemental Funding Sources - The Steering Committee should explore the availability of State, Federal, and other monies, which together with private donations, may assist in meeting the budgetary requirements of the regional homeless efforts.
- 4.4.3 Membership - The Steering Committee will consist of a minimum of 10 members but not to exceed 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 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.

## ARTICLE 5 – MEETINGS

### Section 5.1 - CoC Meetings

- 5.1.1 A CoC meeting will be held a minimum of once per year. These meetings are held as a joint meeting with the SNH CoC Board on the day designated in the Public Notice.
- 5.1.2 CoC meetings will be posted in accordance with Nevada Open Meeting Law and includes the items the CoC must take action on.
- 5.1.3 Every year (beginning in 2015), the SNH CoC Board will convene the CoC to schedule its review of recommendations for updates or modifications to the governance structure and follow a rotation schedule for additional reviews and updates of the HMIS requirements.

### Section 5.2 - SNH CoC Board Meetings

- 5.2.1 Regular Board meetings are held monthly on the day designated in the Public Notice. The Co-Chairs may cancel up to 2 meetings per calendar year.

### Section 5.3 - Special Meetings of the SNH CoC Board

- 5.3.1 Special meetings of the SNH CoC Board shall be called by the Co-Chair(s) and posted in accordance with Nevada Open Meeting Laws.
- 5.3.2 When it is not feasible to convene a meeting of the full SNH CoC Board, the respective Co-Chairs and Co-Vice Chairs may convene (e.g. conference call, teleconference) to discuss and take the appropriate action. Any action will then be placed on the next available SNH CoC Board agenda for ratification.

### Section 5.4 - Place of Meetings

- 5.4.1 All regular and special meetings of the SNH CoC Board shall be held at the time and place identified on the official meeting notice.

### Section 5.5 - Notice

- 5.5.1 Written notice of all regular and special meetings of the SNH CoC Board shall be given by or under the direction of the Co-Chair(s), or in the absence of the Co-Chair(s), to give notice by the Co-Vice Chair(s) as required by NRS Chapter 241 (Open Meeting Law). A copy of all meeting notices shall be filed with the records of the Collaborative Applicant.

### Section 5.6 - Meeting Agenda

- 5.6.1 A written agenda of matters to be discussed at each meeting along with supporting documentation for all action and discussion items shall be delivered to members of SNH CoC Board at least five (5) business days prior to a meeting. Each agenda shall clearly specify all matters to be acted upon.

- 5.6.2 CoC members and/or SNH CoC Board Members may submit a request for an item to be agendaized to one of the Co-Chairs or the Steering Committee to be considered for a future meeting.
- 5.6.3 The Steering Committee will be responsible for reviewing, coordinating and tracking agenda items brought before the SNH CoC Board.

## **Section 5.7 - Minutes of SNH CoC Board Meetings**

- 5.7.1 Accurate minutes of the proceedings of all SNH CoC Board meetings shall be prepared in accordance with NRS Chapter 241 (Open Meeting Law) and approved by SNH CoC Board. Minutes shall be filed with the Collaborative Applicant.

## **Section 5.8 - Records**

- 5.8.1 All records of the SNH CoC Board shall be housed in a central records depository with the Collaborative Applicant and shall be available for inspection in accordance with NRS Chapter 239 (Public Records) during normal business hours and retained per the NRS per Retention Policies.

## **Section 5.9 - Quorum**

- 5.9.1 A quorum of the SNH CoC Board will be the presence of a majority of the member and for all purposes is further defined as 50%+1 of SNH CoC Board active members. Vacant or inactive seats shall not be counted in the calculation of quorum. Once a quorum is established, a consensus or vote of the majority of the representatives present will serve as approval for any recommendations or action items. All other conditions, guidelines, and stipulations regarding quorum requirements as specified by Nevada Open Meeting Law shall apply.
- 5.9.2 A quorum of the CoC will be defined as the majority of CoC member in attendance at a notice public meeting.

## **ARTICLE 6 – DECISION MAKING PROCESS FOR ADMINISTRATIVE, POLICY AND FINANCIAL ITEMS**

### **Section 6.1 - Approval of Administrative Items**

- 6.1.1 Administrative items such as approval of the agenda, minutes, and creation of working groups and ad hoc working groups shall be approved by a simple majority of those SNH CoC Board member representatives present.

### **Section 6.2 - Approval of Policy Items**

- 6.2.1 Policy items such as priority setting, setting direction, etc., shall be approved by a simple majority of those SNH CoC Board member representatives present.

### **Section 6.3 - Approval of Financial Items**

- 6.3.1 Financial items require a super-majority (two-thirds) vote of SNH CoC Board to pass an action, as it relates to either a budgetary matter or a matter that involves public money and private contributions.

### **Section 6.4 - Comprehensive Annual Budget**

- 6.4.1 The Collaborative Applicant shall compile and present a CoC annual budget as it relates to all 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.
- 6.4.3 United Way shall provide an annual comprehensive financial report on the activities of the Homeless Trust Fund. The target date for this annual presentation is July.

### **Section 6.5 – CoC Funding Application**

- 6.5 The Collaborative Applicant shall be responsible for coordinating the CoC funding application process and bringing it to the SNH CoC Board for consideration and action. Final action shall include ratification of the agenda item, as appropriate.

## ***ARTICLE 7 – AMENDMENTS TO THE GOVERNANCE CHARTER***

### **Section 7.1 - Scheduled Reviews for Amendments**

- 7.1.1 The Planning Working Group will be responsible for bringing to the CoC and SNH CoC Board their review of the governance structure on an annual basis, in order to make recommendations for changes.

### **Section 7.2 - Voting on Amendments**

- 7.2.1 In the event the Planning Working Group recommends an amendment to the Governance Charter, the amendment must be proposed at a regular SNH CoC Board meeting and scheduled for action at a subsequent SNH CoC meeting. The Governance Charter shall be amended by majority affirmative vote of the CoC membership in attendance.

### **Section 7.3 - Distribution of Adopted Amendments**

- 7.3.1 Proposed amendments must be provided to all CoC members within ten (10) business days following the SNH CoC Board meetings where the amendment was proposed. Amendments may be distributed via email or whatever latest technology is available at that time.

## ***ARTICLE 8 – REGIONAL COORDINATION / ADMINISTRATION***

### **Section 8.1 - Administration and Facilitation of Regional Work**

- 8.1.1 In the spirit of the HEARTH Act; the administration and facilitation of regional work to end homelessness in Southern Nevada, various roles and responsibilities will be shared among the respective jurisdictional stakeholders and community stakeholders to coordinate, facilitate and complete the necessary work.
- 8.1.2 For a complete listing of CoC members/agencies assigned to the SNH CoC Board, Steering Committee, Working Group Champions, Ad-Hoc Working Group Champions, and Sub-Working Group Chairs, reference Appendix M.

### **Section 8.2 - CoC**

- 8.2.1 The SNH CoC Board supports the CoC and is the official board acting on behalf of the Continuum of Care to address all related business requiring direction and/or formal actions in furthering the mission to end homelessness in Southern Nevada.

### **Section 8.3 - SNH CoC Board**

- 8.3.1 The Collaborative Applicant will provide the basic administrative support (i.e., posting agendas, meeting minutes, and basic financial status/updates) for the SNH CoC Board.
- 8.3.1.1 Posted agendas should include location, date and time, public comment portions in accordance with NRS Chapter 241 (Open Meeting Law) and should indicate the type of action that may be taken on each item (i.e., formal vote of approval/denial, majority vote when warranted, receive report, no action necessary, etc.) as applicable.

- 8.3.1.2 Minutes - Accurate minutes of the proceedings of all SNH CoC Board meetings shall be prepared and filed with the records of the Collaborative\_Applicant.
- 8.3.1.3 Records - All records of the SNH CoC Board shall be housed in a central records depository with the Collaborative Applicant and shall be available for inspection during normal business hours.
- 8.3.2 The Collaborative Applicant will serve as the steward and custodian of regional output and information on homelessness in the Southern Nevada region.
  - 8.3.2.1 Published Reports, Plans and Analysis - Published or final reports, plans and analysis are available to the public via [www.helphopehome.org](http://www.helphopehome.org) website, which include, but are not limited to:
    - 8.3.2.1 (A) Annual Census Report
    - 8.3.2.1 (B) Action Plans
    - 8.3.2.1 (C) Gaps Analysis
    - 8.3.2.1 (E) HelpHopeHome Plan (Regional Plan to End Homelessness)
    - 8.3.2.1 (F) Annual Homeless Assessment Report (AHAR)
    - 8.3.2.1 (G) Grants Inventory Worksheet
    - 8.3.2.1 (H) SNH CoC Strategic Plans
    - 8.3.2.1 (I) Housing Inventory Chart (HIC)
    - 8.3.2.1 (J) HUD Continuum of Care Consolidated Application

## Section 8.4 - Steering Committee

- 8.4.1 The Planning Working Group Champion(s) will provide the basic administrative support to the Steering Committee by providing logistical, technical and administrative support.
- 8.4.2 The Planning Working Group Champion(s) is the steward and custodian of Executive Committee output and information on homelessness.

## 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.

## Section 8.6 - Collaborative Applicant

- 8.6.1 The Collaborative Applicant shall be responsible for coordinating the CoC funding, application process and reporting process.
- 8.6.2 The Collaborative Applicant will serve as the steward and custodian of regional budgetary and financial matters as it pertains to the CoC.
  - 8.6.2.1 **Budget** - Prepare a comprehensive annual CoC budget for review by SNH CoC Board that includes, but is not limited to:

- 8.6.2.1 (A) Homeless Trust Fund
- 8.6.2.1 (B) Federal, State and Local Grant Funding
- 8.6.2.1 (C) CoC Grant Funds
- 8.6.2.1 (D) Jurisdictional Contributions through Interlocals (direct allocations)
- 8.6.2.1 (E) Jurisdictional and Stakeholder Contributions (direct and indirect support to homeless efforts)

8.6.2.2 **Regional Homeless Coordination Interlocal Agreement Coordination** - The Collaborative Applicant shall coordinate the Interlocal Agreement when applicable between the participating stakeholders.

## **Section 8.7 - Continuum of Care (CoC) Coordinator**

- 8.7.1 The Continuum of Care (CoC) Coordinator is responsible for coordinating key business items (particularly Federal mandates) on behalf of the CoC and SNH CoC Board and ensuring stakeholders are convened to get business done through a consensus model.
- 8.7.2 The CoC Coordinator is responsible for ensuring that all HUD mandated reports are submitted in a timely fashion.

## **Section 8.8 - HMIS Lead**

- 8.8.1 HUD HMIS requirements as pursuant to 24 CFR 578.7 are codified in the HMIS Governance Charter that is incorporated by reference into the SNH CoC Governance Structure.

# ***ARTICLE 9 – OFFICIAL COMMUNICATIONS AND REPRESENTATIONS***

## **Section 9.1 - Official Communication and Representation**

- 9.1.1 No member shall act or make any statement(s) or communication(s) under circumstances that might reasonably give rise to an inference that they are representing SNH CoC Board, including, but not limited to, communications on official stationary or public acts, statements, or communications in which they are identified as representing SNH CoC Board, except under one or more of the following circumstances:
  - 9.1.1.1 Conducting the day-to-day business according to this governance structure.
  - 9.1.1.2 Taking an action or issuing a communication that is clearly within the policies of CoC, has been otherwise approved in advance by SNH CoC Board.
  - 9.1.1.3 Issuing a communication addressed to other members of SNH CoC Board or staff.
  - 9.1.1.4 This does not preclude the SNH CoC Board, Steering Committee, any of the working groups, or the ad-hoc committees, from using the logo, stationery and/or branding to further the work of the CoC.

## Section 9.2 - Media Contact and Public Information

- 9.2.1 The Community Engagement Working Group shall maintain positive media relations and accurate public information messages. Prior to the release of information or communicating to the media the Community Engagement Working Group or any CoC member shall first consult with the Public Information Officers of the participating local jurisdictions and the SNH CoC Board Co-Chairs. The Community Engagement Working group shall inform the Steering Committee of all media inquiries.

## **ARTICLE 10 – CODE ON CONDUCT**

### Section 10.1 - Codes of Conduct

- 10.1.1 The citizens who are served by local government expect the governing bodies of that government to conduct its operations with integrity and respect. This Code of Conduct is designed to aid members of the SNH CoC Board in the implementation of their priorities and describe the manner in which members should treat one another, staff, and the public, and others they come into contact with when representing the SNH CoC Board.
- 10.1.2 Members of the SNH CoC Board shall:
- 10.1.2.1 Perform all duties in accordance with the processes and rules of order as established by the SNH CoC Board and the governance structure.
  - 10.1.2.2 Fully participate in SNH CoC Board meetings and other public forums while demonstrating respect, consideration and courtesy to others
  - 10.1.2.3 Serve as a model of leadership and civility to the community.
  - 10.1.2.4 Be respectful of other members of the SNH CoC Board, working groups, staff and the public by refraining from abusive conduct, personal charges or verbal attacks.
  - 10.1.2.5 Maintain order during SNH CoC Board meetings and allow the Co-Chair(s) and Co-Vice Chair(s) or other member conducting the meeting to intercede if issues or proceedings become unruly.
  - 10.1.2.6 Inform the Co-Chair(s) of plans to be absent from a meeting or to leave a SNH CoC Board meeting before it is adjourned.
  - 10.1.2.7 Maintain an appropriate appearance while on the dais by maintaining a posture of interest, and by refraining from actions such as talking to other members of the public, committee members or staff; eating; or reviewing unrelated materials.
  - 10.1.2.8 Limit comments to issues and avoid personal attacks.
  - 10.1.2.9 Be respectful of others' time, be brief and prepared in making remarks.
  - 10.1.2.10 Remain seated when someone is speaking at the podium.
  - 10.1.2.11 Be respectful of the need to maintain a quorum of members present by remaining seated if leaving the dais would result in the absence of a quorum.
  - 10.1.2.12 Request the opportunity to speak, and address the board, through the Co-Chair, Co-Vice Chair, or other member conducting the meeting.

10.1.2.13 Be aware of when they are speaking for themselves and when they are speaking for the SNH CoC Board as a whole, and act accordingly.

10.1.2.14 Be prompt in attending public meetings so that they may begin at the publicly posted time.

## **Section 10.2 - Ethics in Government**

10.2.1 NRS 281A Ethics in Government for complete document. (*Reference Appendix J*)

# **ARTICLE 11 – CONFLICT OF INTEREST**

## **Section 11.1 - Recognition of Conflict**

- 11.1.1 SNH CoC Board recognizes that members represent interests of organizations who ultimately receive benefits from the CoC program. To ensure that individuals and organizations that best serve the needs of the community will not be denied funds because of their active participation on SNH CoC Board, and to confirm that members serve the needs of the community and not the interests of any organization or entity, conflicts of interest will be clearly stated after introduction of the agenda item. Conflicts may also be stated prior to voting if SNH CoC Board feels it is necessary.
- 11.1.2 No member shall vote upon or participate in the discussion of any matter, which shall have direct financial bearing on the organizations the member represents. Conflict of interest and even the appearance of a conflict of interest must be avoided. All members will acknowledge this policy by signing a non-conflict of interest statement upon appointment or election and annually thereafter. (*Reference Appendix I*) Members shall report a conflict of interest and recuse themselves from voting on issues where a conflict of interest is apparent or identified.
- 11.1.3 As it relates to business and action items, a SNH CoC Board member has an actual or perceived conflict of interest when the member's actions result, or appear to result, in personal, organizational, or professional gain. An actual or perceived conflict of interest occurs when:
- 11.1.3.1 The member is a salaried employee of any organization that receives, or is eligible to receive, CoC funds;
- 11.1.3.2 The member serves on the Board of Directors or as a Trustee of any organization that receives, or is eligible to receive, CoC funds; and/or
- 11.1.3.3 The member has a relative or close personal relationship with a person who is employed, or serves on the Board at any organization that receives, or is eligible to receive, CoC funds.
- 11.1.4 SNH CoC Board members who receive goods and services as a client of an organization that receives, or is eligible to receive, CoC funds is not deemed to have a direct conflict of interest unless the member may receive differential treatment as a result of their position on SNH CoC Board.

## **ARTICLE 12 – RECUSAL**

### **Section 12.1 - Reason for Recusal**

12.1.1 A SNH CoC Board member, CoC member or Working Group member may recuse himself/herself from speaking or voting on an agenda item. Prior to the beginning of the agenda item, the SNH CoC Board member or CoC member will put on the record all reasons that make it inappropriate for him/her to participate on the item. A board member, CoC member or Working Group member should only recuse himself/herself when there is a conflict of interest and/or cannot participate in an impartial manner.

### **Section 12.2 - Time to Recuse**

12.2.1 A SNH CoC Board member, CoC member or Working Group member, even if he/she does not intend to recuse himself/herself, shall, prior to the beginning of the hearing, disclose on the record any facts that could reasonably create the appearance that his/her impartiality will be affected.

## **ARTICLE 13 – CONFIDENTIALITY**

### **Section 13.1 - Confidentiality**

13.1.1 No member shall disclose any confidential information acquired during their official duties. Members shall ensure that information is accessible to only those with authorized access and on a “need-to-know” basis. This will be strictly enforced. Each SNH CoC Board member during and subsequent to their time of service has an obligation to uphold confidentiality standards. Each SNH CoC Board member will sign a confidentiality agreement upon appointment or as otherwise deemed necessary. (*Reference Appendix I*)

### **Section 13.2 - Confidential Information**

13.2.1 Confidential information shall include, but is not limited to:

13.2.1.1 Information concerning the housing status, personal information, medical condition, HIV status, substance abuse history, mental health history, sexual orientation of any member and/or recipient of a service provided by CoC funds.

13.2.1.2 Any other confidential information of an official nature.

13.2.1.3 Information not generally known that may have been acquired during the period of service on SNH CoC Board.

## ***ARTICLE 14 – NON-DISCRIMINATION***

### **Section 14.1 - Non-Discrimination**

- 14.1.1 Members shall not discriminate against any person due to their race, national origin, ethnicity, color, gender, sexual orientation, gender identity or gender expression, religion, age, or disability.

## ***ARTICLE 15 – SPECIAL ACCOMMODATION***

### **Section 15.1 - Accommodation**

- 15.1.1 NRS 241.020(1) provides that public offenders and employees must make “reasonable accommodation at meetings of a public body.” In order to comply with this statute, it is required that public meetings be held, whenever possible, only in buildings that are reasonably accessible to the physically handicapped, i.e., those having a wheelchair ramp, elevators, etc., as may be appropriate. SNH CoC Board shall accommodate the special needs of members or guests who identify themselves as having special needs.

## ***ARTICLE 16 – GRIEVANCE***

### **Section 16.1 - Grievance**

- 16.1.1 The purpose of the grievance procedure is to provide an equitable and amenable solution to conflicts that arise through the conduct of the CoC business. The SNH CoC Board is to serve as a neutral body to resolve conflicts that arise. Nothing in governance structure is to be interpreted as giving the SNH CoC Board the responsibility to protect any agency, the administrative agency, or the funding process.
- 16.1.2 The procedure shall be applied in such a way as to assure a fair opportunity for presenting and resolving the complaints and grievances of the grievant. A grievant shall not be discriminated against nor suffer retaliation as a result of filing a grievance in good faith, nor as a result of participation in the investigation of a grievance.

## ***ARTICLE 17 – APPEALS***

### **Section 17.1 - Appeals**

- 17.1.1 Any agency who wishes to appeal a recommendation that will be considered by the SNH CoC Board shall submit their request in writing to the one of the Co-Chairs of the SNH CoC Board or the Steering Committee. Every effort will be made for the appeal to be heard on the next available agenda and if need be, a special public meeting will be scheduled.

## ***ARTICLE 18 – USE OF INFORMATION***

### **Section 18.1 - Use of Information**

18.1.1 With the exception of confidential files or records, SNH CoC Board members and CoC members shall be free to extract information and specific language from regional plans, website, grant applications, surveys or any materials produced for the regional homeless efforts for planning and evaluation purposes, local programs, or to secure additional funding.

## ***ARTICLE 19 – DISSOLUTION***

### **Section 19.1 - Dissolution**

19.1.1 SNH CoC Board was established to conduct a comprehensive planning and coordinated approach that includes priority setting for regional homeless issues in conformance with the HEARTH Act and CoC funding distribution. Unless determined otherwise, this body shall continue to operate in accordance with the Governance Structure for as long as there is a homeless issue impacting the Southern Nevada community and the will and desire of all the jurisdictional entities to support the efforts to end homelessness.

## ***ARTICLE 20 – CITIZEN INVOLVEMENT***

### **Section 20.1 - Participatory Citizen Involvement**

- 20.1.1 As part of an open and participatory citizen involvement process, the process shall include at a minimum the following:
- 20.1.1.1 At each meeting of the SNH CoC Board, appropriate time will be allotted for public comment, according to the standards set forth by the Nevada Open Meeting Law.
  - 20.1.1.2 In compliance with the Nevada Open Meeting Law, at a meeting of the SNH CoC Board, members of the public in attendance shall be allowed to speak on an agenda item on a first come-first served basis for up to three (3) minutes per person, and up to an aggregate time of ninety (90) minutes for all speakers.

**ARTICLE 21 – RATIFICATION**

**Section 21.1 - Ratification**

21.1.1 This governance structure shall be adopted upon approval by the CoC; with the understanding that the SNH CoC Board will be officially formed according to the SNH CoC Board member selection process for adoption at the January 2015 meeting. All future amendments, unless otherwise specified, shall be effective upon vote of the CoC.

Originally, adopted by the CoC on the day of August 14, 2014.

First Amendment, adopted by the CoC on the day of December 10, 2015.

Second Amendment, adopted by the CoC on the day of January 12, 2017.

Third Amendment, adopted by the CoC on the day of January, 11, 2018.

Emily Lewis, Co-Chair,

City of Henderson

Jurisdictional Stakeholder

January 11, 2018

*Printed Name of Co-Chair*

*Signature*

*Date*

Shalimar Cabrera, Co-Chair,

Organizations that serve Homeless & Formerly Homeless Veterans Provider Representative

Community Stakeholder

January 11, 2018

*Printed Name of Co-Chair*

*Signature*

*Date*