

**Continuum of Care Board Charter
Fort Worth/Arlington/Tarrant and Parker County CoC TX 601**

CONTINUUM OF CARE BOARD PURPOSE

The Continuum of Care Board (CoC Board) shall serve the geographic area of the Fort Worth/Arlington/Tarrant County Continuum of Care TX 601, which includes all of Tarrant and Parker County, Texas, to:

- Promote community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and communities as a consequence of homelessness;
- Promote access to and effective use of mainstream programs by homeless individuals and families;
- Optimize self-sufficiency among individuals and families experiencing homelessness.

I. COC BOARD ROLES AND RESPONSIBILITIES

The CoC Board shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) requirements detailed in 24 CFR part 578.1 to:

- A. Designate a CoC Lead Agency to serve as the Collaborative Applicant to operate the Continuum of Care;
- B. Designate an Administrator of the Homeless Management Information System; and
- C. Conduct year-round Continuum of Care planning of homeless and homeless prevention housing and services.

II. COC BOARD MEMBERS

A. Board Composition

The CoC Board shall include community representatives within the geographic area who are:

- A. Homeless or formerly homeless individual(s).
- B. Representatives of the relevant organizations and projects serving homeless subpopulations such as:
 - a. Persons with substance use disorders
 - b. Persons with HIV/AIDS
 - c. Veterans
 - d. Persons who are chronically homeless
 - e. Families with children
 - f. Unaccompanied youth
 - g. Persons who are seriously mentally ill
 - h. Persons who are victims of domestic violence, dating violence, sexual assault, and/or stalking.
- C. Appointed representatives from local government entities:
 - a. The following local governmental entities shall be represented:
 - i. Tarrant County
 - ii. City of Fort Worth
 - iii. City of Arlington
 - b. The following local governmental entities will have the right, but not the obligation, to each appoint a member:
 - i. Parker County
 - ii. Tarrant County Mayor's Council
 - c. Other governmental entities may request of the CoC Board the right to appoint a member.
- D. Representatives of other homeless service providers and advocates such as:
 - a. Faith-based organizations
 - b. Businesses
 - c. Public Housing Agencies
 - d. School districts
 - e. Mental health care providers

- f. Health care providers
- g. Universities
- h. Affordable Housing Developers
- i. Foundations
- j. Law Enforcement

5. Representative of the Continuum of Care Lead Agency as an *ex officio* member.

B. CoC Board Selection/Election

Other than those members that are appointed by the governmental entities as set forth in Section II.A.3 above, there will be an annual call for nominations from the public to fill any vacancies then existing on the board. The existing CoC Board will elect new members to fill such vacancies by majority vote. The CoC Board will be comprised of at least nine and no more than 21 voting members. Vacancies may be filled immediately or through the annual nominating process.

C. Conflicts of Interest

Board members with actual or perceived conflicts of interest must identify them as they arise. Individuals with a conflict of interest may participate in all discussion but shall recuse themselves from voting on any issue in which they may have a conflict. No member of the Board shall vote upon any matter which shall have a direct financial bearing on the organization that the member represents or sits as a board member on the organization. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions.

D. CoC Board Term

Other than those members that are appointed by the governmental entities as set forth in Section II.A.3 above, membership on the board is limited to two (2) three-year terms. The board terms shall be staggered so as to insure continuity of the board. Members serving a complete six year term are not eligible for re-appointment. After the passage of one year from the expiration of their term such individual can be considered for re-election to the board. The inaugural year of the CoC Board, one third (1/3) of board

members will serve starting from the first session through December 31, 2014 and one third (1/3) of the board through December 31, 2015 and one third (1/3) through December 31, 2016. Subsequent boards will serve two year terms January through December.

E. CoC Board Leadership

A Chair and Vice Chair will be elected by the CoC Board. In the inaugural year of the CoC Board, the current Tarrant County Homeless Coalition Board Chair/CoC Board Chair will preside over the new CoC Board until a Chair and Vice Chair is elected by the board membership. The Chair and Vice chair will serve one-year terms and may serve no more than two consecutive terms. The CoC Board shall appoint a Secretary, whose responsibilities will include insuring minutes of all meeting are taken, which minutes shall be maintained for public review upon request.

E. CoC Committees

The CoC Board shall create committees as necessary to accomplish its purpose, roles and responsibilities.

The CoC Board shall create the following Standing Committees::

Community Projects Review Committee responsible for conducting the CoC Program Grant project prioritization and funding process and other grant and program funding, allocation or selection decisions as assigned by the CoC Board.

HMIS Governance Committee responsible for making final recommendations to the CoC Board on the planning, participation, selection, implementation and ongoing oversight of the single HMIS system and the HMIS Administrator..

Governance Committee responsible for conducting the annual nominations process for CoC Board of Director members in compliance with Section II A-D.

F. CoC General Membership

Continuum of Care General Members shall be recognized by attendance signature at sign-in at CoC General Membership meetings.

III. COC MEETINGS

The CoC Board shall:

- A. Conduct at least two public meetings per year; a majority of the CoC Board membership shall constitute a quorum for the transaction of business, and;
- B. Provide prior reasonable notice of CoC Board and committee meetings and such notices shall be published on the CoC Lead Agency website. Each meeting shall have on its agenda the opportunity for members of the public to provide input and comment, and;
- C. Review and approve the minutes and consider recommendations from such committees established as provided in Section II.E. above, including such meetings as may be necessary to conduct the business of CoC operations, CoC Planning and HMIS governance.
- D. Conduct at least six CoC General Membership meetings per year and such notices shall be published on the CoC Collaborative Applicant website.

IV. COC REPORTS

The CoC Board shall approve the following reports and documents:

- A. CoC Program Grant Project Priority List
- B. Annual Homeless Assessment Report (AHAR)

The CoC Board shall review the following reports:

- A. Annual report on homeless services needs and gaps
- B. Annual Point In Time Count (PIT)
- C. Annual Housing Inventory Chart (HIC)

V. AMENDMENT TO CHARTER

This Charter will be reviewed by the board at least once every five years.

This Charter can be amended by a vote of 75% of the then sitting CoC Board.