

**Governance and Policy Statements
Circle of Caring Homelessness Board
Carroll County, Maryland**

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Section 1: Purpose, Mission and Vision Statement

The mission statement of the Circle of Caring Homelessness Board (CoCHB):

To empower all citizens of Carroll County to be self-sufficient, have stable housing and a safe, healthy life by maximizing community collaboration.

The vision statement of the Circle of Caring Homelessness Board (CoCHB):

One community, home for all.

Designated by the Board of Carroll County Commissioners in April 1997, the (CoCHB) is a voluntary board composed of concerned citizens and organizations representing Carroll County's system of outreach; engagement and assessment; prevention; emergency shelter; rapid re-housing; transitional housing; permanent housing; and supportive services.

The CoCHB represents through its membership the many sub-populations impacted by homelessness as well as homeless or formerly homeless individuals. The membership also represents the many and varied organizations working on behalf of those in need in Carroll County, Maryland.

The CoCHB, with fiscal and administrative oversight and leadership from Carroll County Government, establishes the structure required by HUD.

Section 2: Membership

- A. The CoCHB shall consist of consumers, individuals, volunteers and multiple agencies, both public and private, who share a common interest in providing a continuum of services in response to community need.
- B. The membership of the CoCHB shall be composed of 65% private organizations and citizens and 35% representatives of the public sector. To comply with state and federal grant requirements, participation will be sought from the following types of public/ private agencies

- a) State Government Agencies
 - b) Local Government Agencies
 - c) Public Housing Agencies
 - d) School Systems/Universities
 - e) Law Enforcement/Corrections Agencies
 - f) Local Workforce Investment Act Boards
 - g) Non-Profit Agencies
 - h) Faith Based Organizations
 - i) Funders and Advocacy Groups
 - j) Businesses
 - k) Hospital/Medical Representatives
 - l) Homeless or Formerly Homeless Persons
 - m) Consumers of Services
 - n) Private Citizens
- C. To comply with state and federal grant requirements, participation will be sought from entities which serve the following subpopulations:
- a) Seriously Mentally Ill
 - b) Substance Abusers
 - c) Veterans
 - d) HIV/AIDS victims
 - e) Domestic Violence victims
 - f) Unaccompanied Youth
 - g) Chronically Homeless Individuals and Families
 - h) Homeless Families with Children
- D. Each member of the CoCHB shall be at least eighteen (18) years of age.
- E. Each member of the CoCHB shall attend meetings and actively participate in the planning and decisions of the CoCHB.
- F. Persons interested in serving on the CoCHB committees shall submit their intentions to the Recording Secretary of the CoCHB.
- a) Any vacancy in the CoCHB may be filled in the same manner in which the original selection was made.
- G. Each member of the CoCHB shall serve without compensation.
- H. A member may resign at any time by giving notice of such resignation to the Recording Secretary of the CoCHB.
- I. Members shall reaffirm their membership in the CoCHB on an annual basis and update contact information.
- J. New members will be invited at least annually through email lists, press releases and notice on the CoCHB website.

Section 3: Officers

- A. The officers of the CoCHB shall consist of a Chair, Co-Chair and Vice Chair who shall be elected by a majority vote of the members of the CoCHB; and a Recording Secretary who shall be the Administrative Assistant to the Director of Carroll County Government's Department of Citizen Services.
- B. The Chair may be from either the private or public section. The Chair and Co-Chair may not receive direct benefit of the programs coordinated by the CoCHB at the time of their appointment. The Chair and Co-Chair shall serve a term of two (2) years. The Chair shall preside at all meetings of the CoCHB, and in the Chair's absence, the Co-Chair shall preside.
- C. The Recording Secretary shall distribute agendas, record CoCHB meetings; produce and disseminate minutes; record votes; schedule meetings and publicize meetings; and maintain the email distribution list.

Section 4: Meetings and Voting

- A. The CoCHB shall hold regular meetings at a time and place designated by the Chair. In any event, the CoCHB shall hold meetings at least every other month.
- B. Special meetings of the CoCHB shall be called by the Chair, or whenever a special meeting is requested in writing by any two (2) members.
- C. Written notice of all meetings shall be given by mail or e-mail. Notice shall be given at least ten (10) days in advance of all regular meetings.
- D. CoCHB meetings are open to the public, there is public notification for meetings and a written agenda is sent in advance of the meeting.
- E. Each member Agency is entitled to one (1) vote. For the purpose of conducting official business of the CoCHB, all votes shall be by a simple majority of members present.
- F. Any one or more members of the CoCHB may participate in a meeting by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.
- G. The CoCHB, by a simple majority vote, may designate any issues to be voted on by written or electronic ballot which shall be sent, after discussion of the issue at one meeting, to each member. The results of the vote shall be recorded in the minutes at the next meeting.

Section 5: Conflicts of Interest

- A. Members of the CoCHB are expected to act objectively without being or appearing to be motivated by private gain with respect to any action upon a matter before the CoCHB. It is the responsibility of every CoCHB member to declare his/her interest in a matter before the CoCHB. Members will abide by the Code of Conduct for the CoCHB.
- B. A conflict of interest includes, but is not limited to, the following:

- a) Solicitation or acceptance of gratuities, favors, services or anything of monetary value.
 - b) Participation in the selection or award of a procurement or contract for services where, to the member's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for any award:
 - (1) the CoCHB member;
 - (2) any member of the CoCHB member's family;
 - (3) a business partner of the CoCHB member; or
 - (4) any person or organization which employs any of the above or with whom any of the above has prospective employment
 - c) Casting a vote on the provision of services to be provided any application approved by the CoCHB member or any organization that the CoCHB member directly represents.
 - d) Voting on any matter which would provide direct financial benefit to the CoCHB member.
- C. Prior to discussion of any matter over which the CoCHB or any of its committees has a review or on which it will take a vote, the following procedures will be followed:
- a) The member shall declare his/her interest in the matter.
 - b) Any person present at a meeting may raise a possible conflict of interest of any member and provide reasons for the claim. The CoCHB shall decide by a majority vote whether or not the claim raised constitutes a conflict of interest.
 - c) After an interest has been disclosed or raised and substantiated, the member shall not participate in the discussion or vote on the matter.
- D. Members with actual or perceived conflicts of interest shall be prohibited from serving on any procurement, grant, or financial committees.
- E. Members of the CoCHB are subject to the provisions of the Carroll County Ethics Ordinance.

Section 6: Continuum of Care (CoC) Board

- A. The CoCHB will establish a CoC Executive Board to meet HUD requirements as detailed in 24 CFR Part 578 (<http://www.gpo.gov/fdsys/granule/CFR-2013-title24-vol3/CFR-2013-title24-vol3-part578/content-detail.html>)
- B. Membership will represent the following agencies and homeless subpopulations
 - a) Homeless or previously homeless individual
 - b) CoCHB Officers
 - c) Carroll County Government Grants Office
 - d) Carroll County Government Department of Citizen Services
 - e) Human Services Program of Carroll County Inc.
 - f) Carroll County Health Department
 - g) Collaborative Applicant for CoC
 - h) Recipients of CoC Grant Funds
- C. In addition, agencies serving the following subpopulations will be represented:
 - a) Domestic Violence victims
 - b) Veterans
 - c) Persons with Substance Abuse disorders
 - d) Chronically Homeless
 - e) Persons with Serious Mental Illness
 - f) Families with Children

- g) Unaccompanied Youth
 - h) Homeless and At-Risk of Homeless
- D. Meetings
- a) The CoC Board will meet at least quarterly and all meetings will be open to the public
 - b) Meeting agendas and minutes will be posted to the CoCHB website
 - c) Reports will be presented at CoCHB meetings
- E. Board Selection
- a) The CoC Board members will be approved by the CoCHB by majority vote. Vacancies on the CoC Board will be announced at least annually to the public and CoCHB members.
- F. Voting
- a) Each organization represented on the CoC Board will have one vote.
 - b) Each organization will designate a representative to vote on behalf of their organization. Each designee will be limited to voting on behalf of one organization during any given meeting.
 - c) Items requiring approval will require a majority vote
 - d) The CoC Board will abide by the CoCHB Conflict of Interest policy (Section 5)
- G. Responsibilities
- a) Continuum of Care Annual Competition
 - i) Approve the Collaborative Applicant or Unified Funding Agency
 - ii) Establish timeline
 - iii) Coordinate completion of Exhibit 1 for Annual Continuum Application
 - iv) Approve CoC project ranking
 - v) Review/ approve application prior to submission
 - b) Review/approve prior to submission and/or use
 - i) PIT
 - ii) HIC
 - iii) AHAR
 - iv) PIT Methodology
 - v) CoC Project Ranking Tool
 - c) Develop/review/approve Annual Gaps Analysis
 - d) Develop/review/approve policies annually for:
 - i) Written Standards for Assistance
 - (1) Continuum of Care Programs (if funded)
 - (a) Transitional Housing
 - (b) Rapid Re-Housing
 - (c) Permanent Supportive Housing
 - (d) Shelter Plus Care
 - (2) Emergency Solutions Grant Programs
 - ii) Coordinated Intake System
 - e) Provide feedback to the State of Maryland's Consolidated Plan as a non-entitlement jurisdiction.
- H. Project Performance and Monitoring - Continuum of Care and ESG
- a) Standards for project performance will be reviewed annually by the CoC Board and will incorporate HUD requirements and local standards.

- b) The CoC Board will monitor program performance quarterly with reports provided by the HMIS Lead.
 - c) Projects will be monitored with support from Collaborative Applicant or UFA. Monitoring will assure that funds are being spent in a timely manner, that audits have found no indication of financial or programmatic non-compliance, and that program performance standards are being met.
 - d) The CoC Board, with support from the Collaborative Applicant or UFA, will address any problems of ongoing concern in the quality control process and the annual audit/review.
 - e) Projects that do not meet the performance targets established in the CoC application, or are not compliant with program or grant management, as documented during monitoring or evaluation may have their grant reduced or reallocated during the renewal process per CA/UFA Policies and Procedures.
- I. Develop and review annually, with support from the Collaborative Applicant, CoC-wide performance measures consistent with HUD requirements including those that address:
- a) Reduce length of time individuals and families remain homeless
 - b) Reduce returns to homeless after placement in permanent housing
 - c) Reduce number of homeless
 - d) Increase income of homeless adults
 - e) Reduce the number of persons experiencing homelessness for the first time
 - f) Increase percentage of person who stay housed
 - g) Increase percentage of homeless placed in shelter/housing from street outreach
- J. Monitor semi-annually, with reports from the HMIS Lead, the CoC-wide performance measures listed in Section 6.I.
- K. Oversee work of:
- a) Community ServicePoint (HMIS) Lead
 - i) Purpose
 - (1) To ensure compliance with HUD standards for HMIS in the CoC's geographic area
 - (2) Review and approve annually the following HMIS plans
 - (a) Privacy Policy
 - (b) Data Quality Plan
 - (c) Security Plan
 - (3) Review and approve data submissions including
 - (a) PIT/HIC/Gaps Analysis
 - (b) AHAR
 - (4) See Section 8 for HMIS Governance
 - b) Outreach Committee
 - i) Tasks
 - (1) Reach and inform the community and the homeless population.
 - (a) Speaking at meetings
 - (b) Newspaper and letter writing campaigns.
 - (c) Annual Point In Time Count per HUD requirements and coordinated with Maryland homeless count
 - (d) Community Resource Fairs
 - (e) Consumer Resource Guides, such as the wallet cards.
 - c) Ranking Committee
 - i) Members
 - (1) Convened by Carroll County Government Grants Office

- (2) CoCHB members without a conflict of interest
- ii) Purpose
 - (1) Prioritize and rank CoC grant applications based on objective and program based criteria
 - (2) The CoC Board will notify the community of funding availability via email, press releases, the websites of Carroll County Government and the CoCHB
 - (3) The CoC Board will assure a process for selection and prioritization that is objective, open and democratic and will approve the ranking tool.
 - (4) Applicants will be notified at least ten (10) days in advance of information they will be required to supply to the CoC Ranking Committee for review and may be required to present projects to the CoC Ranking Committee
 - (5) Written notification of project acceptance or rejection will be provided to all CoC applicants by the CoC Ranking Committee.

Section 7: Committees

The CoCHB will establish committees to carry out specific tasks. Committee Chairs shall be volunteers and will select a recording secretary for each Committee. The Committee Chairpersons will report to the CoCHB at regular meetings. Committees include:

- A. Executive Committee
 - a) Members
 - i) Committee Chair – CoCHB Co-Chair
 - ii) Key management/director level staff from local and state agencies, homeless service providers, faith based organizations, local businesses and municipality officials and homeless representatives.
 - b) Purpose
 - i) Develop and oversee implementation of the County’s plan to end homelessness by representing all areas in the Continuum of Care and coordinating goals and objectives with all communities and agencies.

- B. Ending Homelessness Committee
 - a) Purpose
 - i) To develop projects to improve availability of shelter, transitional and permanent housing to meet the needs of homeless persons and those at risk of homelessness.
 - ii) To identify and address common root causes of homelessness through use of barrier assessments.
 - iii) Reviewing homeless consumer by name list, with permission from consumers, in order to match appropriate housing options to consumers in need of housing.

- C. Data Performance Committee
 - a) Purpose
 - i) To collect current homeless prevention data in Carroll County to inform the CoCHB and committee. Initiate collaborative projects to address identified areas of need.
 - ii) Conduct the annual required Point in Time (PIT) Count.

- D. Civic Engagement Committee
 - a) Purpose
 - i) Inform public through engagement with local media outlets. Make informational presentation to County Board of Commissioners and invite County leadership to attend Circle of Caring events.

E. Street Outreach Committee

- a) Purpose
 - i) Convened by Carroll County Government Department of Citizen Services- Engage and cultivate new leadership among individuals who have been homeless, are currently homeless, or at-risk of homelessness. Increase collaborative outreach to homeless (sheltered and unsheltered) and at-risk.

F. Other Committees

- a) Membership Committee: Seek new members and help to secure nominations for Officers
- b) Advocate Federal, State, and local legislators on homeless funding and policy decisions
- c) Emergency Food and Shelter Program (EFSP) Board
 - i) Purpose
 - (1) Annually, the Local EFSP Board will oversee the submission, ranking and selection of applications for EFSP funding.
 - ii) Approval
 - (1) Board selections will be approved by the CoCHB
- d) Ad Hoc – As needed

Section 8: HMIS Governance

A. Lead Agency and Responsibilities

- a) Designated as Carroll County Government Department of Citizen Services
 - i) Designate a single information system as the official HMIS software for the geographic area
 - ii) Provide staff to establish the HMIS, to operate the HMIS, to conduct oversight of the HMIS and take corrective action as needed
 - iii) Ensure the HMIS is compliant with all HUD requirements
 - iv) Develop written HMIS policies and procedures for all Agencies for the operation of the HMIS including Privacy Plan, Data Quality Plan and Security Plan that are approved by the CSP Steering Committee and CoC Board.
 - v) Serve as the applicant to HUD for grant funds to be used for HMIS activities for the Continuum of Care's geographic area, as directed by the CoC Board, and if selected for an award by HUD, enter into a grant agreement with HUD to carry out the HUD-approved activities;
 - vi) Ensure that all recipients of financial assistance under the Continuum of Care program and the Emergency Solutions Grant program and any programs funded previously through McKinney-Emergency Solutions Grant program and any programs funded previously through McKinney-Vento Act (SHP, SPC, SRO) are using the HMIS to collect client-level data on persons served.
 - vii) Monitor and enforce compliance by all Agencies with the requirements of this part and report on compliance to the CoC Board and HUD;
 - viii) Convene the Community ServicePoint Steering Committee

B. Written Policies and Procedures;

- a) The HMIS Lead must:
 - i) Develop a written HMIS Participation Agreement with each Agency which includes:
 - (1) Obligations and authority of the HMIS Lead and Agency
 - (2) Requirements of the security plan with which the Agency must abide
 - (3) Requirements of the privacy policy with which the Agency must abide

- (4) Sanctions for violating the HMIS Participation Agreement (e.g., imposing a financial penalty, requiring completion of standardized or specialized training, suspending or revoking user licenses, suspending or revoking system privileges, or pursuing criminal prosecution)
- (5) Agreement that HMIS Lead and the Agency will process Protected Identifying Information consistent with the agreement.
- (6) The HMIS Participation Agreement may address other activities to meet local needs;
- (7) Ensure that such agreements are executed
- ii) Develop and maintain a Security Plan which meets the minimum requirements as established by HUD including:
 - (1) The plan must designate a security officer to be responsible for ensuring compliance with applicable security standards. The HMIS Lead must designate one staff member as the HMIS security officer.
 - (2) The plan must ensure that each covered homeless organization designates a security officer and conducts workforce security measures.
 - (3) The plan must require workforce security screening. The HMIS Lead must ensure that each Agency conducts criminal background checks on the HMIS security officer and on all administrative users. Unless otherwise required by HUD, background checks may be conducted only once for administrative users.
 - (4) The plan must ensure reporting of security incidents. The HMIS Lead must implement a policy and chain of communication for reporting and responding to security incidents, including a HUD-determined predefined threshold when reporting is mandatory as established by HUD.
 - (5) The plan must ensure an annual security review. The HMIS Lead must complete an annual security review to ensure the implementation of the security requirements for itself and Agencies. This security review must include completion of a security checklist ensuring that each of the security standards is implemented in accordance with the HMIS security plan and must ensure that each covered homeless organization conducts an annual security review
 - (6) The plan must require that each user completes security training at least annually and prior to being given access to the HMIS
- iii) Develop and maintain a Data Quality Plan which meets the minimum requirements as established by HUD including:
 - (1) The plan must set data quality benchmarks including bed coverage rates and service-volume coverage rates.
 - (2) May archive data in the HMIS but follow standards published in the Federal Register notices.
- iv) Develop and maintain a Privacy Policy which meets the minimum requirements as established by HUD including:
 - (1) data collection limitations
 - (2) purpose and use limitations
 - (3) allowable uses and disclosures
 - (4) openness description
 - (5) access and correction standards;
 - (6) accountability standards
 - (7) protections for victims of domestic violence, dating violence, sexual assault, and stalking
 - (8) additional information and standards as may be established by HUD
- b) Approval and Oversight by CoC Board

- i) The HMIS Lead must review and update the plans and policies at least annually. During the process, the HMIS Lead must seek and incorporate feedback from the CoC Board and the participating agencies.
- ii) Plans must be approved by the CoC Board

C. Reporting

- a) The HMIS Lead shall provide data to CoC Committee at least semi-annually on the CoC-wide performance measures required by HUD.
- b) The HMIS lead shall provide data to the CoC Committee at least semi-annually on the CoC project performance measures required by HUD.
- c) The HMIS Lead shall provide data to the CoC Committee as required to submit the Annual CoC Application
- d) The HMIS Lead shall contribute to statewide homeless data as requested by DHR, DHCD and other state-wide agencies or groups.
- e) The HMIS Lead shall submit reports to HUD as required including PIT, HIC, Gaps Analysis and AHAR.

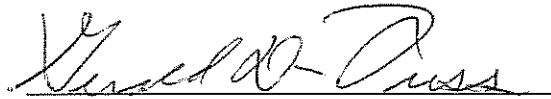
Section 9: Fiscal Year

- A. The CoCHB shall operate on a fiscal year calendar, beginning on July 1 and ending on June 30.


Section 10: Amendments

- A. If changes in the Governance Charter and Policy Statement are needed, such amendments shall be published in advance and approved by a simple majority of the CoCHB. Such amendments shall then be submitted for approval to the full CoCHB membership.
- B. Approval by the Carroll County Circle of Caring Homelessness Board is necessary before any amendments may take effect.

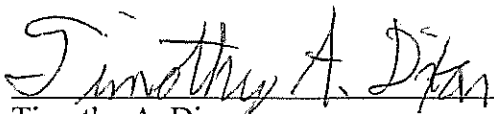
ADOPTED, this 9th day of September, 2016.



Chair, Circle of Caring Homeless Board


Co-Chair, Circle of Caring Homeless Board

Approved for legal sufficiency:



Timothy A. Dixon
Assistant County Attorney