

# MI-500-Michigan Balance of State Continuum of Care Governance Charter

## **1 CONTINUUM OF CARE OVERVIEW**

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### **1.1 CONTINUUM OF CARE**

A Continuum of Care (CoC) is a collaborative funding and planning approach to providing homeless services. This approach was established as part of the McKinney-Vento Homeless Assistance Act, and later amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). A CoC represents a specific geographic area with representatives primarily coming from organizations that provide services to persons experiencing homelessness. A CoC serves two main purposes:

- To develop a long-term strategic plan and manage a year-round planning effort that addresses the identified needs of homeless individuals and households.
- To prepare an application for U.S. Department of Housing and Urban Development (HUD) McKinney-Vento Homeless Assistance Act competitive grants, and to oversee the administration of those grants towards the effective implementation of the community's strategic plan.

To support both of these efforts, CoCs are also responsible for gathering data on homelessness, including conducting a Point-In-Time (PIT) Count of all sheltered and unsheltered persons, completing an annual inventory of residential homeless programs targeted to households experiencing homelessness, and managing data collection from providers of targeted homeless assistance in a local Homeless Management Information Systems (HMIS).

HUD establishes the responsibilities of the CoC as the following:

- Operating a CoC (24 CFR 578.7 (a))
  - Hold meetings of the full membership, with published agendas, at least semi-annually
  - Issue a public invitation annually for new members within BOS to join
  - Adopt and follow a written process to select a CoC Board and review, update, and approve at least once every 5 years
  - Appoint additional committees, subcommittees, or workgroups
  - Adopt, follow, and update annually a governance charter in consultation with the Collaborative Applicant and the HMIS Lead
- Performance Targets and Monitoring (24 CFR 578.7 (a))
  - Establish performance targets appropriate for population and program type in consultation with recipients and sub-recipients
  - Monitor recipients and sub-recipients performance, evaluate outcomes, take actions against poor performers, and report to HUD as required
- Coordinated Assessment (24 CFR 578.7 (a))
  - Establish and operate a centralized or coordinated assessment system in consultation with recipients of ESG funds
  - Establish and follow written standards for providing CoC assistance in consultation with recipients of ESG funds

- HMIS (24 CFR 578-07(b))
  - Designate a single HMIS for BOS and designate an eligible applicant to manage HMIS
  - Review, revise, and approve privacy, security and data quality plans
  - Ensure consistent participation of recipients and sub-recipients in HMIS
  - Ensure that the HMIS is administered in compliance with HUD requirements
- Planning (24 CFR 578.7 (c))
  - Coordinate implementation of a housing and service system
  - Conduct a PIT count of homeless persons that meets HUD's requirements
  - Conduct an annual gaps analysis of homeless needs and services
  - Provide information required to complete the Consolidated Plan(s)
  - Consult with State and local planning bodies in the BOS geographic area on the plan for Continuous Quality Improvement
- Application for CoC Funds (24 CFR 578.9 (a))
  - Design, operate, and follow a collaborative process for the development of applications and approve submission of applications in response to a CoC Program NOFA
  - Establish priorities for funding projects
  - Determine if one or more applications will be submitted
  - Designate the Collaborative Applicant, who must collect and combine the required application information from all projects within the geographic area and will apply for funding for CoC planning activities
  - Rank applications as required by HUD

## **1.2 THE MICHIGAN BALANCE OF STATE CONTINUUM OF CARE**

The Michigan Balance of State Continuum of Care Body (MI BOSCO) represents 59 of Michigan's 83 counties to HUD as a recognized Continuum of Care (CoC) Body; the remaining 24 counties are part of other CoC Bodies that apply directly to HUD. The 59 counties within the MI BOSCO consist of Local Planning Bodies (LPBs) who collaborate for planning purposes and the application to HUD through the MI BOSCO application process. The goal of a LPB is to bring together key partners in the community to best serve people experiencing homelessness.

As a member of the MI BOSCO, the LPBs are provided technical assistance in implementing state and federal resources and delivering services. LPB program types include, but are not limited to: the Emergency Solutions Grant (ESG) Program, emergency shelter, transitional housing, rapid re-housing, and permanent supportive housing.

### **1.2.1 Formal Name**

The formal name of the Michigan Balance of State Continuum of Care (MI BOSCO) and for the purposes of this Governance Charter it will be referred as "MI BOSCO".

### **1.2.2 Mission**

MI BOSCO promotes the prevention and ending of homelessness by developing and maintaining a system to coordinate federal and statewide resources and services for people experiencing homelessness in the Michigan Balance of State geographic area.

### **1.2.3 Vision:**

No one is homeless – everyone has a safe, stable place to call home.

### **1.2.4 Our principles are to:**

#### **• *Prioritize vulnerable populations***

Homelessness has significant detrimental effects on everyone, yet there are some whose health and safety are placed at even greater risk for harm without a safe and stable place to call home.

These groups include, but are not limited to: children, youth, chronically homeless, individuals fleeing from domestic violence situations, veterans and people with disabilities. Strategies to identify and assist the most vulnerable groups will be prioritized.

- **Promote justice for all vulnerable populations**

To eliminate the disproportionate rates of homelessness among many communities of vulnerable populations, we will adopt strategies to achieve equity in both access and outcomes in all areas of housing and services. These strategies will include culturally specific services, using a racially equitable lens across all program investments and dedicated funds to eliminate disparities.

- **Use data-driven assessment and accountability**

To best utilize our resources, we must understand the outcomes of our investments, evaluate progress and demonstrate accountability. We will continue to improve and expand our community-wide data system so funders and providers can efficiently collect data, share knowledge for better client outcomes and report outcomes against the goals of the CoC.

- **Engage and involve the community**

Policy makers and community stakeholders must understand the magnitude of the challenge, the costs if we do not meet the challenge, our strategies for ending homelessness and the importance of obtaining and allocating resources equal to our aspirations. An action plan for ending homelessness in Michigan will ensure that the specific concerns and interests of our local, regional and national stakeholders are heard and addressed.

- **Strengthen system capacity and increase leveraging opportunities**

The longstanding solutions to prevent and end homelessness transcend multiple systems of care, foster care, education, domestic violence, community justice, health, mental health and addictions and available resources. To permanently end homelessness, we must strengthen efficiencies in our current system and better align other resources towards ending homelessness.

## 1.2.5 Purpose

MI BOSCOG is the primary planning body for the geographic area of the MI BOSCOG and coordinates the jurisdiction's policies, strategies, and activities toward the prevention and ending of homelessness. It is responsible for carrying out provisions of the CoC Program Interim Rule established in 24 CFR 578.5 (a). MI BOSCOG members determine the policy direction of the CoC and ensure that the CoC fulfills its responsibilities as assigned by the U.S. Department of Housing and Urban Development (HUD). This Governance Charter outlines how the MI BOSCOG will be governed for purposes of assisting the CoC to achieve its vision.

## 1.3 LOCAL PLANNING BODY (LPB)

To ensure the highest quality service across the MI BOSCOG geographic area, there are Local Planning Bodies (LPBs) that allow for collaboration and development of best practices at the county or counties level to be shared with the MI BOSCOG at its regular meetings. The geographic area of each LPB is most often determined by existing partnerships and mutual service needs, and can also be defined through specific funding opportunities such as the Emergency Solutions Grant (ESG). LPBs are the lead local workgroups responsible for managing community planning, coordination and evaluation to ensure that the system of homeless services and housing resources makes homelessness rare, brief, and non-reoccurring. The following guidance and expectations are outlined for all LPBs of the MI BOSCOG:

- Membership
  - Build an inclusive and diverse workgroup from local network of service providers, government agencies, and those with lived experience
  - Develop foundational knowledge of homeless services and housing resources among members that includes best practices, effective approaches to reducing homelessness, and level of need within LPB geographic area
  - Select one representative for each county within the LPB service area to serve on the MI BOSCOG Governance Council
- Strategic Goals and Annual Planning
  - Develop action items specific to data-informed local needs and services
  - Coordinate a housing and homeless services system that incorporates the goals and policies of the MI BOSCOG while addressing local need
- Homeless Management Information System (HMIS), Data Analysis, and Outcomes
  - Ensure all projects receiving state and federal funding for homeless and housing services are entering data into HMIS as required
  - Engage agencies providing homeless services or housing resources through other sources of funding to enter data into HMIS
  - Analyze data and outcomes to determine level of need within the LPB geographic area and any potential system gaps
  - Integrate Continuous Quality Improvement practices to support improved system performance measures and project outcomes
- Annual Homeless and Housing Counts
  - Coordinate with the Michigan Coalition Against Homeless (MCAH) to complete the annual Point in Time homeless count (PIT) and the Housing Inventory Count (HIC)
  - Submit data for these activities as requested by MCAH

LPB meeting dates and times shall be set by each LPB and will be as frequently as necessary to fulfill its responsibilities, but no less than quarterly. Within each LPB there may be additional sub-committees to address specific needs identified for the local community. Each LPB and sub-committee shall be facilitated by a Chairperson selected through consensus by the LPB members.

## **2 STRUCTURE AND ORGANIZATION**

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### **2.1 MEMBERSHIP**

Membership in the MI BOSCOG is open to and is to be comprised of individuals and agencies concerned with the development and coordination of homeless assistance programs.

### **2.2 GEOGRAPHIC AREA**

MI BOSCOG serves the Local Planning Bodies (LPBs) within those geographic areas in the state that do not directly apply for HUD's Homeless Assistance Program (HAP) funding annually. This area currently encompasses 59 counties, but may fluctuate as communities can decide to apply directly to HUD for HAP funding instead of participating with Balance of State. Homeless Assistance Program funding includes the Continuum of Care (CoC) Program and the Emergency Solutions Grant (ESG) Program.

MI BOSCOG recognizes that each community is unique, with different resources to combat homelessness, and that local solutions are best developed and administered locally. The counties covered by the MI BOSCOG are as follows:

MI BOSCOG Counties by Region:

- Region 1
  - Baraga
  - Chippewa
  - Delta
  - Dickinson
  - Gogebic
  - Houghton
  - Iron
  - Keweenaw
  - Luce
  - Mackinac
  - Menominee
  - Ontonagon
  - Schoolcraft
- Region 2
  - Emmet
  - Charlevoix
  - Manistee
  - Missaukee
  - Wexford
- Region 3
  - Alcona
  - Alpena
  - Cheboygan
  - Crawford
  - Iosco
  - Montmorency
  - Presque Isle
  - Ogemaw
  - Oscoda
  - Otsego
  - Roscommon
- Region 4
  - Allegan
  - Barry
  - Ionia
  - Lake
  - Mason
  - Mecosta
  - Montcalm
  - Newaygo
  - Oceana
  - Osceola
- Region 5
  - Arenac
  - Bay
  - Clare
  - Gladwin
  - Gratiot
  - Isabella
  - Midland
- Region 6
  - Huron
  - Lapeer
  - Sanilac
  - Shiawassee
  - St. Clair
  - Tuscola
- Region 7
  - Clinton
- Region 8
  - Berrien
  - Branch
  - Cass
  - St. Joseph
- Region 9
  - Hillsdale

## 2.3 GOVERNANCE COUNCIL

The MI BOSCOG Governance Council is the lead decision-making body and board responsible for planning for the use of the US Department of Housing and Urban Development (HUD) HEARTH CoC resources and coordinating these funds with other relevant resources in the jurisdiction.

### 2.3.1 Responsibilities:

- Providing overall direction and leadership of the process

- Making all formal decisions of the MI BOSCOG
- Strategic planning and goal setting
- Approving the selection of committee members
- Aligning and coordinating MI BOSCOG and other homeless assistance and mainstream resources
- Establishing priorities for and making decisions about the allocation of MI BOSCOG resources
- Monitoring and evaluating both system wide and individual program performance on established goals
- Receiving reports and recommendations from sub-committees and ad-hoc task groups
- Guiding the annual CoC Consolidated Application (Exhibit 1)
- Ensuring that all necessary activities (e.g. Point in Time count) are being implemented by LPBs
- Disseminating information to all members
- Reviewing agendas and minutes from meetings

Persons nominated for the MI BOSCOG Governance Council should possess the following characteristics:

- High level of ethical behavior;
- A working knowledge of homelessness;
- A passion for ending homelessness;
- Familiarity with one or more state or federal funding sources (preferred);
- Capability to work effectively on a team;
- Availability of time to fulfill Governance Council responsibilities;
- Compliance with the MI BOSCOG Governance Charter and/or applicable policies; and
- Persons nominated for the Governance Council must live, work or represent the population of the MI BOSCOG geographic area.

### **2.3.2 Governance Council Representation**

Meetings of the Governance Council are open to all MI BOSCOG members, but only those appointed to the following positions have voting privileges as representatives of larger organizations/groups.

Membership of the MI BOSCOG Governance Council consists of:

- County Representatives (one from each of the 59 counties in the MI BOSCOG geographic area)
- Michigan State Housing and Development Authority (MSHDA) Representative
- Michigan Department of Health and Human Services (MDHHS) Representative
- Michigan Department of Education (MDE) Representative
- Michigan Coalition Against Homelessness (MCAH) Representative
- Homeless or formerly homeless person

If funding is available the MI BOSCOG may provide a travel stipend to attend the MI BOSCOG face to face meetings for all county representatives.

#### **2.3.2.1 County Representatives**

##### *Roles and Responsibilities*

The 59 counties within the MI BOSCOG are responsible for planning and coordinating local homeless systems and programs through involvement in their Local Planning Bodies (LPBs). LPBs ensure all HUD homeless program requirements and state-level homeless program requirements are met. Representation of a LPB through county representatives on the

Governance Council ensures that LPBs have input in MI BOSCOG policies and that MI BOSCOG policies are followed at the LPB level.

#### *Member Selection*

Each MI BOSCOG county is allotted one representative to the Governance Council. Each LPB can determine its own process for selection of its counties' representatives. When a representative is chosen by a LPB to serve on MI BOSCOG, the LPB Chair, Co-Chair, or Coordinator will notify the MI BOSCOG staff and provide contact information.

#### *Term of Office*

The county representatives will serve staggered terms of two years so that every year half of the MI BOSCOG members representing counties within LPBs will stand for election by their LPB. LPBs may determine the method of choosing county representatives including any limitations to terms. Terms begin January 1 and end December 31. Rotation will be determined by the Nominating Committee.

### **2.3.2.2 MSHDA, MDHHS, MDE and MCAH Representatives**

#### *Member Selection*

MSHDA, MDHHS, MDE and MCAH may each appoint one member to the Governance Council.

#### *Term of Office*

These positions are two-year terms and are not term-limited. Terms begin January 1 and end December 31.

### **2.3.2.3 Homeless or Formerly Homeless Person**

#### *Member Selection*

MI BOSCOG Governance Council membership will be surveyed annually to confirm representation of at least one homeless or formerly homeless person within its membership. If there is no representative identified at that time who reports this experience, a homeless or formerly homeless member will be sought through Local Planning Bodies. If a representative meeting one of the other requirements from this list also happens to be homeless or formerly homeless, then another homeless/formerly homeless person is not required to be appointed to the MI BOSCOG Governance Council.

#### *Term of Office*

This position is a two-year term and are not term limited. Terms begin January 1 and end December 31.

### **2.3.2.4 Special Populations**

MI BOSCOG Governance Council does not specify representation from any special population, but strives to provide a diverse membership by requesting LPBs consider including representatives of special populations when choosing County Representatives. Representatives can contribute lived experience and/or professional experience to shaping the efforts of the MI BOSCOG, with a preference for those with lived experience. Special populations to consider include, but are not limited to:

- Chronically Homeless
- Domestic Violence Survivors
- Homeless Youth
- Veterans
- Human Trafficking Survivors

### **2.3.3 Governance Council Officers**

The MI BOSCOG shall have a Chair, Vice-Chair, Secretary and Treasurer elected into leadership by the Governance Council Members with responsibilities as follows:

- **Chair**

The Governance Council Chair will serve as the signatory for MI BOSCOG and act on its behalf as needed. The MI BOSCOG Chair will manage operations of MI BOSCOG, lead Council meetings, and coordinate meeting agendas with MI BOSCOG staff. The Chair is responsible for being knowledgeable of HUD's CoC Program rules and guidelines, and must stay abreast of changes in HUD rules and guidelines. The Chair has the ability to appoint the Chairs of Committees, with the exception of the Finance, Membership, and Nominating Committees. This person will also serve on and act as the Chair of the Executive Committee.

- **Vice-Chair**

The Governance Council Vice-Chair will serve as a support and back up for the MI BOSCOG Chair. The Vice-Chair will work in tandem with the Chair and MI BOSCOG staff to manage the operations of the MI BOSCOG. The Vice-Chair is responsible for being knowledgeable of HUD's CoC Program rules and guidelines, and must stay abreast of changes in HUD rules and guidelines. This person will also serve on and acts as the Vice-Chair of the Executive Committee.

- **Secretary**

The Governance Council Secretary is responsible for the recording of minutes of the Governance Council meetings, tracking attendance for membership identification purposes, and maintaining a Current Membership Roster. The Secretary may work with assigned MI BOSCOG staff to perform these functions. The Secretary will also be a signatory for MI BOSCOG, certifying official actions taken by the Governance Council. The Governance Council Secretary will be Chair of the Membership Committee and the Nominating Committee. This person will also serve on, and act as, the Secretary of the Executive Committee.

- **Treasurer**

The Governance Council Treasurer will be Chair of the Finance Committee.

#### **2.3.3.1 Term of Office and Eligibility**

The MI BOSCOG Chair, Vice-Chair, Secretary and Treasurer will serve two-year terms and must be current members of the Governance Council. The Chair and Secretary will be elected in even years, the Vice Chair and Treasurer will be elected in odd years. A member may not serve in a single officer role more than two consecutive terms.

#### **2.3.3.2 Election of Officers**

Election of officers shall take place at the MI BOSCOG Annual in-person meeting in conjunction with the MSHDA Homelessness Summit each fall and will be elected by the Governance Council.

Nominations of officers will be solicited from the Governance Council membership at least two months in advance of the meeting. Nomination documentation of potential candidates must be submitted to the Nominating Committee Chair and to the CoC staff via U.S. Postal Service or e-mail by the assigned due date. Any MI BOSCOG member may nominate a current Governance Council member or self-nominate. If no nominations are provided in time for the annual meeting, nominations will be taken from the floor.



Nominees must provide a professional biography and a completed nomination form approved by MI BOSCO. All documents shall be submitted by the date provided on the nomination form to the MI BOSCO staff who will provide all nomination documents to the entire MI BOSCO membership at least two weeks prior to fall Annual meeting.

Each nominee will provide brief comments at the Annual meeting describing their qualifications and desire to be Chair, Vice-Chair, Secretary and Treasurer.

Elections will take place by the Governance Council membership at the Annual in-person meeting by a Closed Ballot.

### **2.3.3.3 Removal of Officer(s) or Vacancy of Role**

An Officer may be removed by a majority closed ballot vote of the Governance Council. If an Officer is removed an election will be held at the next Governance Council meeting to complete the remainder of the term.

An Officer may elect to vacate a role before the end of the term. If an Officer's position is vacated, an election will be held at the next Governance Council meeting to complete the remainder of the term.

## **3 COMMITTEES**

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MI BOSCO has standing committees, as outlined below. Unless explicitly given permission in advance by the MI BOSCO Governance Council, no standing or ad-hoc committee or workgroup can take action on behalf of the Governance Council. All MI BOSCO Members are encouraged to serve on at least one committee. All committees must produce and maintain written records of their meetings which are submitted to the MI BOSCO staff. The Committee Chair must be a member of the Governance Council but membership to any Committee is open to the full MI BOSCO. Each Committee will meet as frequently as needed but no less than quarterly. Updates from each Committee are included as standing agenda items of the MI BOSCO Governance Council.

### **3.1 EXECUTIVE COMMITTEE**

The MI BOSCO Executive Committee is made up of the Governance Council Chair, Vice-Chair, Secretary, and Treasurer, and the immediate Past Chair.

Role and Responsibilities: The MI BOSCO Executive Committee is responsible for managing the day-to-day work of the MI BOSCO such as work that involves funding recommendations, the annual CoC Consolidated Application, MI BOSCO staff oversight, or the development of new policies or products. Any action taken by the Executive Committee requires final approval by the Governance Council. The Executive Committee does not make final MI BOSCO-level decisions during their meetings, but provides recommendations to the Governance Council when appropriate, where action may be taken.

### **3.2 MI BOSCO PERFORMANCE AND OUTCOMES COMMITTEE**

Role and Responsibilities: The MI BOSCO Performance and Outcomes Committee is responsible for developing and implementing plans for the monitoring and improvement of State and Federal system performance measures for the MI BOSCO homeless system.

- The MI BOSCO Performance and Outcomes Committee, with assistance from CoC staff, will take primary responsibility for fulfilling HUD's CoC Program requirements related to monitoring and evaluating system performance measures. In this role, the MI BOSCO Performance and Outcomes Committee will:

- Establish or confirm performance targets for, at minimum, CoC and ESG funded projects
- Monitor system-level performance of the full MI BOSCOG
- Evaluate MI BOSCOG outcomes
- Assist MI BOSCOG and Local Planning Bodies with Continuous Quality Improvement (CQI) initiatives to improve performance

Membership: Performance and Outcomes Committee members will serve two-year terms. Members are solicited from the full membership every two years. Committee members may resign at any time by giving written or oral notice to the MI BOSCOG staff.

### **3.3 MI BOSCOG HUD CoC APPLICATION AND EVALUATION COMMITTEE**

Role and Responsibilities: The MI BOSCOG HUD CoC Application and Evaluation Committee is responsible for the development of the annual HUD CoC Program local application and scorecards, as well as the project application evaluation process that is used to evaluate, score, and rank CoC projects (renewal and new as directed by the Governance Council). The Committee also facilitates funding recommendations for projects included in the annual CoC consolidated application.

Membership: HUD CoC Application and Evaluation Committee members will serve two-year terms. Members are solicited from the full membership every two years. Committee members may resign at any time by giving written or oral notice to the MI BOSCOG staff.

### **3.4 MI BOSCOG COORDINATED ENTRY**

Role and Responsibilities: The MI BOSCOG Coordinated Entry Committee is responsible to evaluate, update, and recommend training for the MI BOSCOG Coordinated Entry Policy and the Local Planning Body procedures.

Membership: Coordinated Entry Committee members will serve two-year terms. Members are solicited from the full membership every two years. Committee members may resign at any time by giving written or oral notice to the MI BOSCOG staff.

### **3.5 MI BOSCOG FINANCE COMMITTEE**

Role and Responsibilities: The MI BOSCOG Finance Committee is responsible to develop and oversee the Planning Grant budget. The Committee is also responsible to inform the Governance Council on the budget through reports and accept recommendations from the Governance Council on the budget based on strategic plans and goals. The MI BOSCOG Treasurer will serve as Chair of this Committee.

Membership: Finance Committee members will serve two-year terms. Members are solicited from the full membership every two years. Committee members may resign at any time by giving written or oral notice to the MI BOSCOG staff.

### **3.6 MI BOSCOG MEMBERSHIP AND NOMINATING COMMITTEE**

Role and Responsibilities: This Committee is responsible for the development and oversight of an outreach plan to reach the full diversity of stakeholders, including persons/organizations that are not currently members, and will establish and annually review membership process/application for the MI BOSCOG. Additionally, this Committee is responsible for slating Officers, Governance Council members and Committee nominations, while ensuring diversity, balanced stakeholder representation and institutional memory. The Committee provides information to new members that orients them to the Governance Council and its role within the MI BOSCOG, including the Governance Charter, current Governance Council roster, and membership benefits and responsibilities. The MI BOSCOG Secretary will serve as Chair of this Committee.

Membership: Membership and Nominating Committee members will serve two-year terms. Members are solicited from the full membership every two years. Committee members may resign at any time by giving written or oral notice to the MI BOSCO staff.

### **3.7 MI BOSCO VULNERABLE POPULATIONS COMMITTEE**

Role and Responsibilities: This Committee is responsible for the development and oversight of strategies and implementation of best practices to most effectively reach and house highly vulnerable homeless populations within the MI BOSCO, particularly as defined by HUD. These populations include those experiencing chronic homelessness, Veterans, youth, survivors of domestic violence or human trafficking, families, and other populations as identified and prioritized by the Governance Council.

Membership: Vulnerable Populations Committee members will serve two-year terms. Members are solicited from the full membership every two years. Committee members may resign at any time by giving written or oral notice to the MI BOSCO staff.

### **3.8 AD-HOC COMMITTEES**

MI BOSCO may form short-term committees on an as-needed basis to accomplish certain tasks and address special populations. Committee membership is solicited from the full membership and will vary depending on the particular needs of the group. Members of any Ad-Hoc Committee will serve until the assigned task is completed.

#### **3.8.1 Contractual Agreement Oversight Committee**

This Committee is responsible for undertaking performance evaluations of the Collaborative Applicant (CA) and Homeless Management Information System (HMIS) Lead Agency periodically. This Committee will report recommendations on annual designation of the CA and HMIS Lead Agency to the Governance Council. This Committee, with the final approval of the Governance Council, will have an active role in formulating the Memorandum of Understanding (MOU) with both the CA and HMIS Lead Agency.

## **4 MI BOSCO GOVERNANCE COUNCIL MEETING STRUCTURE**

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The MI BOSCO Governance Council meeting structure includes standing agenda items, schedules, and staff support as outlined below.

### **4.1 STANDING AGENDA**

- Review and consensus of agenda and previous meeting minutes
- Presentation from MI BOSCO Coordinator or other designated topic expert for the betterment of practice within the MI BOSCO and its Local Planning Bodies (LPBs)
- Updates from each Committee of the MI BOSCO, as provided by the Committee Chair or designated representative
- Record of those in attendance (both Governance Council members and all others who choose to attend)
- Opportunity for public comment or announcements (standing and those identified by the Executive Committee on specific agenda items)

## **4.2 MEETING SCHEDULES**

- Anyone is welcome to attend the Governance Council meeting but only Governance Council members make take action on presented items.
- Governance Council will typically meet monthly. The fall Annual meeting will be an in-person meeting.
- Executive Committee will meet at least once a month or as called by the Chair. The Executive Committee will select the presentations and topics for the Governance Council meeting.

## **4.3 MI BOSCOCC STAFF SUPPORT**

The MI BOSCOCC retains a Coordinator through the use of HUD CoC Planning Grant funds to carry out its mission, pursuant to funding availability. A complete list of responsibilities and expectations of the Coordinator position are included in the Memorandum of Understanding (MOU) for the MI BOSCOCC Collaborative Applicant, as the fiduciary and employer of record for the Planning Grant funds.

## **5 DECISION-MAKING**

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All decisions other than those requiring a vote from an outside funding organization as a formality or to elect officers will be made using the C.T. Butler/A. Rothstein formal consensus model outlined in *On conflict and consensus: A handbook on formal consensus decision-making*. All members attending a meeting at which consensus is being sought may take part in the process.

- Proposals may be brought forth by committees or individuals
- Once a proposal is made, the Chair will ask if there are concerns. If concerns are voiced, the Chair will then ask the membership to address the concerns through solution-oriented discussion. The proposal is then edited to resolve the concerns or withdrawn. This process continues until consensus is reached, the proposal is withdrawn, or members with concerns step aside and allow the proposal to move forward without full consensus. <http://leadtogether.org/wp-content/uploads/2014/06/on-conflict-and-consensus.pdf>

In the rare occurrence that a vote is required by an outside funding organization as a formality, a simple majority (51% or more) of eligible voters present shall approve any action. Prior to the vote being taken, consensus shall be reached through the formal consensus model in.

Elections for MI BOSCOCC Officers will take place by the Governance Council membership at the Annual in-person meeting by a Closed Ballot.

### **5.1 CONFLICTS OF INTEREST**

All Governance Council members will complete and sign a Conflict of Interest form at time of appointment or reappointment that identifies any potential conflicts of interest that may arise, including association with organizations that may have a financial interest in business items coming before the Governance Council. Before a Governance Council member can take action on any item, they must have previously disclosed any real or perceived conflicts of interest related to the business item at hand. These members will refrain from discussion or action on items where a conflict exists.

## **6 DESIGNATION OF THE MI BOSCOCC COLLABORATIVE APPLICANT**

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**MI BOSCO**C designates Michigan State Housing Development Authority (MSHDA) as the MI BOSCO Collaborative Applicant.

Annually, the Governance Council, through the MOU process described below, will designate an entity to serve as the Collaborative Applicant (CA) for the MI BOSCO. The CA is responsible for submitting to HUD the annual CoC Competition consolidated application and project priority listing. The annual election of the CA should occur at the first official Council meeting immediately following the submission of the most recent CoC Application, thus allowing a full year for the CA to lead planning efforts and all work associated with preparation for the annual CoC Program Competition. For example, if the annual CoC Application was submitted in November and the next scheduled Council meeting occurs in January, then the CA for the next CoC Program Competition should be designated at that January meeting. If at any point in time the currently designated CA significantly fails in its duties, the Governance Council has the authority to hold an emergency meeting, as agreed to by a majority of current Council members, and designate a new CA.

A Memorandum of Understanding (MOU) detailing the full responsibilities and expectations of this designation will be reviewed and completed annually through the MI BOSCO Contractual Oversight Committee.

## **7 DESIGNATION OF THE MI BOSCO HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) LEAD AGENCY**

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**MI BOSCO**C designates Michigan Coalition Against Homelessness (MCAH) as the MI BOSCO HMIS Lead Agency. The Michigan State Housing Development Authority (MSHDA), as the designated Collaborative Applicant, is the fiduciary for the HUD Continuum of Care Program HMIS funding.

Annually, the Governance Council, through the MOU process described below, will designate an entity to serve as the Homeless Management Information System (HMIS) Lead Agency for the MI BOSCO. The HMIS Lead Agency is responsible to manage the Central Repository including the Vendor Contract and indirect/advisory support to all non-MI BOSCO Michigan Jurisdictions and to provide direct HMIS support to MI BOSCO. All participating Jurisdictions sign a Joint Governance Charter that defines the roles and responsibilities of participating on the Statewide System. Oversight of the Statewide System will be provided, in part, through regular meetings of the Local System Administrators. The HMIS Lead Agency is responsible to provide at least quarterly updates of coordination efforts across the MI BOSCO for HMIS training, technical assistance, and data collection, including any amendments to HMIS policies and procedures. If at any point in time the currently designated HMIS Lead Agency significantly fails in its duties, the Governance Council has the authority to hold an emergency meeting, as agreed to by a majority of current Council members, and designate a new HMIS Lead Agency.

A Memorandum of Understanding (MOU) detailing the full responsibilities and expectations of this designation will be reviewed and completed annually through the MI BOSCO Contractual Oversight Committee.

## **8 GOVERNANCE CHARTER REVIEW**

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All requirements related to operation of MI BOSCO laid out in the Governance Charter are subject to review, update, and approval annually. MI BOSCO members will approve, review, and/or update MI BOSCO requirements and processes at the Annual membership meeting. Any MI BOSCO member may propose an amendment to this Charter by emailing the proposed amendment to the Secretary at

any time but proposed amendments will only be reviewed or approved at the Annual meeting.