



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

Updated 10/23/2023

## 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))

- o Hold meetings of the full membership, with published agendas, at least semi-annually
- o Issue a public invitation annually for new members within the CoC to join
- o Adopt and follow a written process to select a CoC Board and review, update, and approve at least once every 5 years

- o Appoint additional committees, subcommittees, or workgroups
- o 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))

- o Establish performance targets appropriate for population and program type in consultation with recipients and sub-recipients
- o 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))

- o Establish and operate a centralized or coordinated assessment system in consultation with recipients of ESG funds
- o Establish and follow written standards for providing CoC assistance in consultation with recipients of ESG funds

#### HMIS (24 CFR 578-07(b))

- o Designate a single HMIS for the CoC and designate an eligible applicant to manage HMIS
- o Review, revise, and approve privacy, security, and data quality plans
- o Ensure consistent participation of recipients and sub-recipients in HMIS
- o Ensure that the HMIS is administered in compliance with HUD requirements

#### Planning (24 CFR 578.7 (c))

- o Coordinate implementation of a housing and service system
- o Conduct a PIT count of homeless persons that meets HUD's requirements
- o Conduct an annual gaps analysis of homeless needs and services
- o Provide information required to complete the Consolidated Plan(s)
- o Consult with State and local planning bodies in the CoC's geographic area on the plan for Continuous Quality Improvement

#### Application for CoC Funds (24 CFR 578.9 (a))

- o Design, operate, and follow a collaborative process for the development of applications and approve submission of applications in response to a CoC Program Notice of Funding Opportunity (NOFO)
- o Establish priorities for funding projects
- o Determine if one or more applications will be submitted
- o 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
- o Review and rank applications as required by HUD

## 1.2 THE MICHIGAN BALANCE OF STATE CONTINUUM OF CARE

The Michigan Balance of State Continuum of Care (MIBOSCO) represents 61 of

Michigan's 83 counties to the US Department of Housing and Urban Development as a recognized Continuum of Care (CoC) body. These are 61 of the most rural counties across the State of Michigan, stretching from the western mountains of the Upper Peninsula, across the Thumb, and to the Indiana border. Additionally, the MIBOSCOC partners with sovereign Tribal Nations to join efforts in ending homelessness for Tribal citizens on Tribal lands. Our goal is to work together to end homelessness by sharing best practices and combining efforts to secure additional housing resources.

The MIBOSCOC is a system that conducts most of its work through committees, some are organized around a goal (improving system performance), some around special population groups (youth), and some around geographic area (local planning bodies). Each of these committees strengthens the work of the whole, with the goal of making homelessness rare, brief, and non-recurring.

### **1.2.1 Formal Name**

The formal name of the Michigan Balance of State Continuum of Care (MIBOSCOC) and for the purposes of this Governance Charter it will be referred as "MIBOSCOC". In federal funding contexts, MIBOSCOC is referred to as MI-500 Michigan Balance of State Continuum of Care.

### **1.2.2 Mission**

MIBOSCOC promotes the prevention and ending of homelessness by developing and maintaining a system to coordinate federal and statewide resources and services, while promoting racially equitable opportunities, 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. Homelessness is disproportionately high among the nation's racial and ethnic minority groups. People of color and those who identify as LBTQIA+, particularly African Americans and Native Americans, are overrepresented among the community of homelessness, both as a percentage of the overall population and as a percentage of individuals living in poverty. 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, including youth, families, veterans, domestic violence

and human trafficking, and those who are chronically homeless, we will adopt strategies to achieve equity in both access and outcomes in all areas of housing and services. 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 for each demographic (by gender, race, ethnicity, and the intersection of those factors), 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.

People have the right to participate in decisions affecting their lives. Those with the lived experience of homelessness are regularly stereotyped and face stigma yet have a lot to teach about the needs and effective solutions to the widespread problems we collectively face. Racial and ethnic minority groups, particularly African Americans and Native Americans, are overrepresented among our community of homelessness and special attention will be given to ensure opportunities for equitable involvement in MIBOSCOC.

Strengthening our system will include providing a variety of roles and opportunities for people with lived experience to engage in small ways and build engagement as they find connection and stability. Roles can include: participating in focus groups, leading focus groups or listening sessions, conducting surveys, providing support to other consumers, becoming engaged in a Consumer Advisory Board, and/or being a member on the Governance Council of MIBOSCOC.

### **1.2.5 Purpose**

MIBOSCOC is the primary planning body for the geographic area of the MIBOSCOC 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). MIBOSCOC 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 MIBOSCOC will be governed for purposes of assisting the CoC to achieve its vision.

## **2 STRUCTURE AND ORGANIZATION**

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### **2.1 MEMBERSHIP**

Membership in the MIBOSCOC 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**

MIBOSCOC is comprised of 61 counties and is adjacent to 12 Tribal Nations in Michigan. MIBOSCOC recognizes that each community is unique, with different resources to combat homelessness, and that local solutions are best developed and administered locally through Local Planning Body committees or Tribal Governments.

The counties covered by the MIBOSCOC are as follows:

Alcona, Alger, Allegan, Alpena, Arenac, Baraga, Barry, Bay, Berrien, Branch, Cass, Charlevoix, Cheboygan, Chippewa, Clare, Clinton, Crawford, Delta, Dickinson, Emmet, Gladwin, Gogebic, Gratiot, Hillsdale, Houghton, Huron, Ionia, Iosco, Iron, Isabella, Keweenaw, Lake, Lapeer, Luce, Mackinac, Manistee, Marquette, Mason, Mecosta, Menominee, Midland, Missaukee, Montcalm, Montmorency, Newaygo, Oceana, Ogemaw, Ontonagon, Osceola, Oscoda, Otsego, Presque Isle, Roscommon, Sanilac, Schoolcraft, Shiawassee, St. Clair, St. Joseph, Tuscola, Van Buren, Wexford

### **2.3 GOVERNANCE COUNCIL**

The MIBOSCOC 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 Responsible for:**

Providing overall direction and leadership of the process

Making all formal decisions of the MIBOSCOC

Strategic planning and goal setting

Approving the selection of committee members

Aligning and coordinating MIBOSCOC and other homeless assistance and mainstream resources

Establishing priorities for and making decisions about the allocation of MIBOSCOC 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 MIBOSCOC 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 MIBOSCOC geographic area.

### **2.3.2 Governance Council Representation**

Meetings of the Governance Council are open to all MIBOSCOC members, but only those appointed to the following positions have decision-making privileges as representatives of larger organizations/groups.

Membership of the MIBOSCOC Governance Council consists of:

- County Representatives (one from each of the 61 counties in the MIBOSCOC geographic area)
- Tribal Representatives (one from each of the 12 Tribes adjacent to the

- MIBOSCOC 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
- Any number of homeless or formerly homeless person(s)

### **2.3.2.1 County Representatives**

#### *Roles and Responsibilities*

The 61 counties within the MIBOSCOC 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 MIBOSCOC policies and that MIBOSCOC policies are followed at the LPB level.

#### *Member Selection*

Each MIBOSCOC 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 MIBOSCOC, the LPB Chair, Co-Chair, or Coordinator will notify the MIBOSCOC staff and provide contact information.

#### *Term of Office*

The county representatives will serve terms of two years.. The county representatives shall be selected via consensus by the LPB members. Terms begin January 1 and end December 31.

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

#### *Member Selection*

MSHDA, MDHHS, MDE, MCAH, and each Tribal Nation 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 Persons**

#### *Member Selection*

MIBOSCOC Governance Council Membership and Nominating committee is responsible for the development and oversight of an outreach plan to reach the

full diversity of stakeholders, prioritizing those with lived experience of homelessness as youth, veterans, domestic violence and human trafficking while promoting racially equitable opportunities. The MIBOSCOC Governance Council membership will be surveyed annually to confirm representation of formerly homeless persons within its membership.

#### *Term of Office*

These positions are not limited in number and are not term limited.

### **2.3.2.4 Special Populations**

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

- o Chronically Homeless
- o Domestic Violence Survivors
- o Homeless Youth
- o Veterans
- o Human Trafficking Survivors
- o Persons frequently excluded from representation due to race, ethnicity or nationality

### **2.3.3 Governance Council Officers**

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

- **Chair**

The Governance Council Chair will serve as the signatory for MIBOSCOC and act on its behalf as needed. The MIBOSCOC Chair will manage operations of MIBOSCOC, lead Council meetings, and coordinate meeting agendas with MIBOSCOC 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 authority to appoint the Chairs of Committees, with the exception of the Finance, and Membership and Equity 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 MIBOSCOC Chair. The Vice-Chair will work in tandem with the Chair and MIBOSCOC staff to manage the operations of the MIBOSCOC. 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 MIBOSCOC staff to perform these functions. The Secretary will also be a signatory for MIBOSCOC, certifying official actions taken by the Governance Council. The Governance Council Secretary will be Chair of the Membership and Equity Committee. This person will also serve on, and act as, the Secretary of the Executive Committee.

- **Treasurer**

The Governance Council Treasurer will lead the process of developing the annual Planning Grant budget with support from staff and input of the Executive Committee. This role also reviews and approves payment requests as required and should have a background in what requests are made and if they are approved costs within the annual budget.

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

The MIBOSCOC 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.

If an officer leaves their position as a Governance Council member while serving their term, they may complete their term. They must become a Governance Council member again before running for another term, unless the position is as Past-Chair, which is not elected. The Past-Chair may serve for two terms even if unaffiliated as a Governance Council member.

### **2.3.3.2 Election of Officers**

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

Applications for officers will be solicited from the Governance Council membership at least two months in advance of the meeting. Application documentation for potential candidates must be submitted to the CoC staff via e-mail by the assigned due date. Any current Governance Council member may apply. If no applications are provided in time for the annual meeting, nominations will be taken from the floor.

Applicants must provide a professional biography and a completed application form. All documents shall be submitted by the date provided on the form to the MIBOSCOC staff who will provide all application documents to the entire MIBOSCOC membership prior to the election.

Each applicant 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 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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MIBOSCOC has standing committees, as outlined below. Unless explicitly given permission in advance by the MIBOSCOC Governance Council, no standing or ad-hoc committee or workgroup can take action on behalf of the Governance Council. All MIBOSCOC 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 MIBOSCOC staff. The Committee Chair must be a member of the Governance Council but membership to any Committee is open to the full MIBOSCOC. 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 MIBOSCOC Governance Council.

### **3.1 EXECUTIVE COMMITTEE**

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

Role and Responsibilities: The MIBOSCOC Executive Committee is responsible for managing the day- to-day work of the MIBOSCOC such as work that involves funding recommendations, the annual CoC Consolidated Application, MIBOSCOC 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 MIBOSCOC-level decisions during their meetings, but provides recommendations to the Governance Council when appropriate, where action may be taken. The Executive Committee has the responsibility to make spending and contracting decisions for the MIBOSCOC and to maintain the documentation for contracted services. Additionally, the Executive committee provides regular oversight of the Planning Grant, bringing the proposed budget to the Governance Council for approval annually before the new fiscal year begins.

### **3.2 MIBOSCOC PERFORMANCE AND OUTCOMES COMMITTEE**

Role and Responsibilities: The MIBOSCOC 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 MIBOSCOC homeless system with a special eye on identifying racial inequities. Committee members must complete all assigned trainings designated for the committee.

The MIBOSCOC 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 MIBOSCOC Performance and Outcomes Committee will:

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

Membership: Performance and Outcomes Committee accepts new members year-round. Committee members may resign at any time by giving written or oral notice to the MIBOSCOC staff.

### **3.3 MIBOSCOC FUNDING COMMITTEE**

Role and Responsibilities: The MIBOSCOC Funding 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, new, and bonus as directed by the Governance Council). The Committee ranks projects and provides funding recommendations for projects included in the annual CoC consolidated application. Additionally, this committee provides assistance and guidance in the ESG funding process to improve Local Planning Body decision-making.

Membership: New members are welcome to join the committee each year. Committee members must not be applicants for the funding. Annually, members must complete the online training available related to the funding process. Committee members may resign at any time by giving written or oral notice to the MIBOSCOC staff.

### **3.4 MIBOSCOC COORDINATED ENTRY**

Role and Responsibilities: The MIBOSCOC Coordinated Entry Committee is responsible to evaluate, update, and recommend training for the MIBOSCOC Coordinated Entry Policy and the Local Planning Body procedures. This committee also is home to the HARA Subcommittee, Shelter Subcommittee, and Permanent Supportive Housing Workgroup. Committee members must complete all assigned trainings designated for the committee.

Membership: Coordinated Entry Committee will accept new members year-round..

Committee members may resign at any time by giving written or oral notice to the MIBOSCOC staff.

### **3.5 MIBOSCOC MEMBERSHIP AND EQUITY COMMITTEE**

Role and Responsibilities: This Committee is responsible for the development and oversight of an outreach plan to reach the full diversity of stakeholders, prioritizing those with lived experience of homelessness as youth, veterans, domestic violence and human trafficking while promoting racially equitable opportunities, including persons/organizations that are not currently members, and will establish and annually review membership process/application for the MIBOSCOC. 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 will orient them to the Governance Council and its role within the MIBOSCOC, including the Governance Charter, current Governance Council roster, and membership benefits and responsibilities. The MIBOSCOC Secretary will serve as Chair of this Committee.

Membership: Membership and Equity Committee accepts new members year-round. Committee members may resign at any time by giving written or oral notice to the MIBOSCOC staff.

### **3.6 HOMELESS EXPERTISE LEADING PROGRAMMING (HELP) COMMITTEE**

Role and Responsibilities: This Committee is responsible for providing insight into specific MIBOSCOC policies, practices, and funding priorities from the member's perspectives and expertise. Committee members are encouraged to participate in other MIBOSCOC committees and this committee will review projects undertaken by other committees.

Membership: HELP Committee members must have experienced homelessness, in a manner that they feel they can share what either helped or hindered their ability to secure permanent housing. Committee members not employed by an agency that pays for their work on the committee are eligible for payment by MIBOSCOC. Members serve at will and may take breaks from committee service as necessary but are encouraged to communicate these needs with CoC Staff.

### **3.7 MIBOSCOC Youth Action Board (YAB)**

Role and Responsibilities: This committee is responsible for leading efforts to end youth homelessness by providing insight and guidance to the MIBOSCOC's efforts related to youth.

Membership: YAB members must be under 25 years of age and have experienced homelessness or been at risk of homelessness within a MIBOSCOC or rural county, or sought services through a MIBOSCOC service agency to end their homelessness or housing instability. Any YAB members not employed by an agency that will pay for their work on the YAB are eligible for payment by MIBOSCOC. Members serve at will and may take breaks from committee service as necessary but are encouraged to communicate these needs with CoC Staff.

### **3.8 MIBOSCOC VULNERABLE POPULATIONS SUBCOMMITTEES**

Role and Responsibilities: These Subcommittees are 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 MIBOSCOC, particularly as defined by HUD. Current subcommittees have been created around coordinating with other population specific federal funding to end homelessness and include Veterans, youth, and survivors of domestic violence or human trafficking. Other populations may have subcommittees created as they are identified and prioritized by the Governance Council.

Membership: Vulnerable Populations Subcommittees accept new members year-round. Committee members may resign at any time by giving written or oral notice to the MIBOSCOC staff. Chairs of the subcommittees do not need to be Governance Council members and are recruited based on their expertise. Committee members must complete all assigned trainings designated for the committee.

### **3.9 LOCAL PLANNING BODY (LPB)**

To ensure the highest quality service across the MIBOSCOC geographic area, there are Local Planning Bodies (LPB) committees that allow for collaboration and development of best practices at the county or counties level to be shared with the MIBOSCOC. The geographic area of each LPB is aligned with the service area of the Housing Assessment and Resource Agency providing Coordinated Entry services to the area. 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 one time.

#### **Roles and Responsibilities:**

- Foster an inclusive and diverse local network of service providers, government agencies, ensuring that BIPOC and LGBTQ+ leaders are at the table as well as individuals with lived experience so they are kept aware of activities and accomplishments toward ending homelessness
- Build foundational knowledge of homeless services and housing resources among members that includes best practices, effective approaches to reducing homelessness, and level of need within the LPB area
- Coordinate a housing and homelessness services system that incorporates the goals and policies of the MIBOSCOC while addressing local need
- Develop action items specific to data-informed local needs and services
- Name a representative for each county within the LPB service area to serve on the MIBOSCOC Governance Council
- Ensure intentional representation at local Human Services Collaborative Bodies (HSCB) including data reporting on system inflow and outflow
- Provide members to serve on all MIBOSCOC committees and sub-committees
- Create a committee to complete the annual MSHDA ESG application
- Coordinate with the Michigan Coalition to End Homelessness (MCAH) to complete the annual Point in Time Count (PIT) and Housing Inventory Count (HIC)
  - Submit data for these activities as requested by MCAH
- Homeless Management Information System (HMIS), Data Analysis, and Outcomes

- o Ensure all projects receiving state and federal funding for homeless and housing services are entering data into HMIS as required
- o Engage agencies providing homeless services or housing resources through other sources of funding to enter data into HMIS
- o Analyze data and outcomes to determine level of need within the LPB geographic area and any potential system gaps
- o Integrate Continuous Quality Improvement practices to support improved system performance measures and project outcomes

Membership:

The LPB is a committee of the MIBOSCOC made up of individuals and organizations concerned with ending homelessness including HARA, shelters, CoC funded, persons with lived experience, youth, DV and Veteran providers, County/City representatives.

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 and a Co-Chair or Vice Chair shall also be selected with each position serving two-year terms, one beginning in an odd numbered year, the other in an even year. Elections shall take place in October the year before the term is set to begin in the following January.

**3.10 AD-HOC COMMITTEES**

MIBOSCOC 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.

**4 MIBOSCOC GOVERNANCE COUNCIL MEETING STRUCTURE**

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The MIBOSCOC 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 MIBOSCOC Coordinator or other designated topic expert for the betterment of practice within the MIBOSCOC and its Local Planning Bodies (LPBs)

Updates from each Committee and sub-committee of the MIBOSCOC, 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.

Governance Council will typically meet monthly. The fall Annual meeting will be an in-person meeting if possible. If circumstances prevent this, Annual meeting business will be held during a monthly Governance Council 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 MIBOSCOC STAFF SUPPORT**

The MIBOSCOC retains staff to coordinate the mission of the CoC with HUD CoC Planning Grant funds to carry out its mission, pursuant to funding availability. A complete list of responsibilities and expectations of all staffing position(s) are included in the Memorandum of Understanding (MOU) for the MIBOSCOC Collaborative Applicant, as the fiduciary and employer of record for the Planning Grant funds. Staffing support may be contracted out as the Planning Grant budget allows.

## **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.

Elections for MIBOSCOC 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 MIBOSCOC COLLABORATIVE APPLICANT**

**MIBOSCOC** designates Michigan State Housing Development Authority (MSHDA) as the MIBOSCOC 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 MIBOSCOC. 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 MIBOSCOC Executive Committee.

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

**MIBOSCOC** designates Michigan Coalition Against Homelessness (MCAH) as the MI



BOSCOC 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 MIBOSCOC. The HMIS Lead Agency is responsible to manage the Central Repository including the Vendor Contract and indirect/advisory support to all non-MIBOSCOC Michigan Jurisdictions and to provide direct HMIS support to MIBOSCOC. 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 MIBOSCOC 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 MIBOSCOC Executive Committee.

## **8 TRIBAL NATION PARTNERSHIPS**

Any of the 12 Tribal Nations in Michigan may partner with the MIBOSCOC and participate in Governance Council and all other committees as described above. Because each Tribe is a sovereign nation, MIBOSCOC may enter an agreement with each Tribal Government individually if so desired. Tribal entities may also select a member to represent them by completing the Governance Council application.

## **9 GOVERNANCE CHARTER REVIEW**

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All requirements related to operation of MIBOSCOC laid out in the Governance Charter are subject to review, update, and approval annually. MIBOSCOC members will approve, review, and/or update MIBOSCOC requirements and processes at the Annual membership meeting. Any MIBOSCOC member may propose an amendment to this Charter by emailing the proposed amendment to the MIBOSCOC Coordinator at any time but proposed amendments will only be reviewed or approved at the Annual meeting.