MI-500-Michigan Balance of State Continuum of Care

Governance Charter

# Continuum of Care Overview

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## 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

## The Michigan Balance of State Continuum of Care

The Michigan Balance of State Continuum of Care Body (MI BOSCOC) represents 59 rural counties that are not part of a HUD recognized Continuum of Care (CoC) Body.  Within these 59 largely rural and suburban counties, there are 33 Local Planning Bodies (LPB).  The goal of a LPB is to bring together key partners in the community to best serve people living in poverty and homelessness.

As a member of the MI BOSCOC, the 33 LPBs are provided technical assistance in implementing state and federal resources and delivering services.  LPBs in Michigan administer approximately 419 homeless programs.  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.  Annually, LPBs serve over 11,500 persons experiencing homelessness.

To further understand Michigan’s relationship with HUD, it is important to note that there are 83 counties in Michigan, 59 counites are part of the MI BOSCOC and the remaining 24 counties are a part of other Continuum of Care (CoC) Bodies that apply directly to HUD. The 59 counties consist of Local Planning Bodies (LPBs) who collaborate for planning purposes and the application to HUD through the MI BOSCOC application process.

### Formal Name

The formal name of the Michigan Balance of State Continuum of Care (MI BOSCOC) governing body is the MI500 MI BOSCOC. For the purposes of this Governance Charter MI500 MI BOSCOC will be referred as “MI BOSCOC”.

### Mission

MI BOSCOC 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

### Vision:

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

### 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.

### Purpose

MI BOSCOC coordinates the jurisdiction’s policies, strategies, and activities toward the prevention of homelessness and ending homelessness. This Governance Charter outlines how the MI BOSCOC will be governed for purposes of assisting the CoC to achieve its vision.

MI BOSCOC is the primary planning body for the Michigan Balance of State Continuum of Care, and is responsible for carrying out provisions of the CoC Program Interim Rule established in 24 CFR 578.5 (a). MI BOSCOC 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), the Michigan Interagency Council on Homelessness (ICH), and the Michigan Homeless Policy Advisory Team (HPAT).

The Michigan Interagency Council on Homelessness (ICH) has been designated through Executive Order as a statewide homelessness planning and policy development resource for the Governor.

The Michigan Homeless Policy Advisory Team (HPAT) has been designated as the workgroup for the Michigan ICH to focus on the implementation of housing and homelessness work within the state as well as providing information and recommendations to the Michigan ICH that will create a more efficient homeless service system.

### Geographic Area

MI BOSCOC serves the Balance of State planning bodies 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 BOSCOC recognizes that within MI BOSCOC are unique communities with different resources to combat homelessness and that local solutions are best developed and administered locally. Therefore, MI BOSCOC works through Local Planning Bodies for procedures and local resources as follows:

*2017- 2018 Local Planning Bodies*

* Chippewa/Luce/Mackinac LPB
* Gogebic/Ontonagon LPB
* Central UP – Merged Region
  + Delta LPB
  + Dickinson/Iron LPB
  + Baraga/Houghton/Keweenaw LPB
  + Schoolcraft LPB
  + Menominee LPB
* Northwest – Merged Region - Manistee/Wexford/Misaukee/Emmet/Charlevoix LPB
* Northeast – Merged Region - Alcola/Alpena/Iosco/Montmorency/Presque Isle LPB
* Cheboygan LPB
* Otsego LPB
* COOR – Merged Region - Crawford/Ogemaw/Oscoda/Roscommon LPB
* Allegan LPB
* Barry LPB
* Ionia/Montcalm LPB
* West MI Housing Network – Merged Region - Oceana/Newago/Mason/Lake LPB
* Mecosta/Osceola LPB
* Central MI Merged Region
  + Isabella LPB
  + Gratiot LPB
  + Clare/Gladwin LPB
  + Bay LPB
  + Arenac LPB
* Midland LPB
* Thumb Area – Huron/Sanilac/Tuscola/Lapeer LPB
* Shiawassee LPB
* St. Clair LPB
* Clinton LPB
* Berrien LPB
* Branch LPB
* Cass LPB
* St. Joseph LPB
* Van Buren LPB
* Hillsdale LPB

## Local Planning Body (LPB)

Local Planning Bodies (LPBs) are the lead local workgroups responsible for managing community planning, coordination and evaluation to ensure that the system of homeless services and housing ends people’s homelessness rapidly and permanently.

In order to be a LPB of the MI BOSCOC, LPBs must meet the minimum requirements identified by the MI BOSCOC Governance Council:

LPB Chairs – LPB Chairs serve as liaisons to the MI BOSCOC and are required to attend MI BOSCOC General Meetings or have a designated representative to attend in their place,

Meetings – LPBs must hold meetings at least quarterly throughout the year. LPBs must take attendance, keep minutes of meetings and submit attendance and minutes to the MI BOSCOC staff in a timely manner.

Planning – The LPB must plan and coordinate a housing and service system that incorporates MI BOSCOC goals, Coordinated Entry Policy, and is specific to local needs.

Data and Performance – The LPB must ensure all projects required to use the CoCs Homeless Management Information System (HMIS) are using HMIS. Those projects currently include ones that receive funding from the Continuum of Care (CoC) Program, Emergency Solutions Grant (ESG) Program, Housing Opportunities for Persons with AIDS (HOPWA), Projects for Assistance in Transition from Homelessness (PATH), Runaway and Homeless Youth Act (RHY), and Supportive Services for Veteran Families (SSVF).

PIT Count

* Conduct the Point In Time count on the designated day, as annually determined by MI BOSCOC.
* Submit data to Michigan Coalition Against Homelessness (MCAH).

HIC Count

* Participate with Michigan Coalition Against Homelessness (MCAH) on the Housing Inventory Count.
* Submit data to Michigan Coalition Against Homelessness (MCAH).

# Structure and Organization

## Membership

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

## 2.2 Governance Council

The MI BOSCOC 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.

**2.2.1 Responsibilities:**

* Providing overall direction and leadership of the process
* Making all formal decisions of the CoC
* Strategic planning and goal setting
* Approving the selection of committee members
* Aligning and coordinating MI BOSCOC and other homeless assistance and mainstream resources
* Establishing priorities for and making decisions about the allocation of COC 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 CoC 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 CoC Governance Charter and/or applicable policies; and
* Persons nominated for the CoC Governance Council must live, work or represent the population of the MI BOSCOC geographic area.

**2.2.2 Governance Council Representation**

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

Membership of the MI BOSCOC Governance Council consists of:

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

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

#### 2.2.2.1 County Representatives

*Roles and Responsibilities*

The 59 counties within Balance of State are responsible for planning and coordinating local homeless systems and programs through involvement in their Local Planning Bodies. LPBs as part of the MI BOSCOC work to ensure all HUD homeless program requirements and state-level homeless program requirements are met. Representation of a LPB through county representatives on MI BOSCOC is important for communications between MI BOSCOC and the LPBs to ensure LPBs have input in MI BOSCOC policies and that MI BOSCOC policies are followed at the LPB level.

*Member Selection*

Each MI BOSCOC County is allotted one representative to the Governance Council. Each local planning body can determine its own process for selection of its counties’ representative(s). When a representative is chosen by a LPB to serve on MI BOSCOC, the LPB chair, co-chair, or coordinator will notify the MI BOSCOC CoC 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 BOSCOC members representing counties within Local Planning Bodies 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 ends December 31. Rotation will be determined by the Nominating Committee.

#### 2.2.2.2 MSHDA, MDHHS, MDOE and MCAH Representatives

*Member Selection*

MSHDA, MDHHS, MDOE 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 ends December 31.

### 2.2.2.3 Homeless or Formerly Homeless Person

*Member Selection*

MI BOSCOC will have one representative who is a homeless or formerly homeless person. 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 need not be appointed to MI BOSCOC. This member will be chosen by the full membership at their Annual in-person meeting in conjunction with the MSHDA Homelessness Summit each fall.

*Term of Office*

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

#### 2.2.2.4 Special Populations

MI BOSCOC 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. Special populations to consider include, but are not limited to:

* + Chronically Homeless
  + Domestic Violence Survivors
  + Homeless Youth
  + Veterans
  + Human Trafficking Survivors

**2.2.3 Governance Council Officers**

The MI BOSCOC 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 BOSCOC and act on its behalf as needed. The MI BOSCOC Chair will manage operations of MI BOSCOC, lead Council meetings, and coordinate meeting agendas with CoC 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 Committee. This person will also serve on and acts 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 BOSCOC Chair. The Vice-Chair will work in tandem with the Chair and CoC staff to manage the operations of the MI BOSCOC. 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 CoC staff to perform these functions. The Secretary will also be a signatory for MI BOSCOC, 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 acts as the Secretary of the Executive Committee.

* + **Treasurer**

The Governance Council Treasurer will be Chair of the Finance Committee. This person will also serve on and acts as the Treasurer of the Executive Committee.

#### 2.2.3.1 Term of Office and Eligibility

The MI BOSCOC 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.

#### 2.2.3.2 Election of Officers

Election of officers shall take place at the MI BOSCOC 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 BOSCOC member may nominate a current Governance Council member or self-nominate.

Nominees must provide a professional biography and a completed nomination form approved by MI BOSCOC. All documents shall be submitted by the date provided on the nomination form to the CoC staff who will provide all nomination documents to the entire MI BOSCOC 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.

Voting will take place by the Governance Council membership at the meeting by a Closed Ballot.

Upon the adoption of this Governance Charter the current Chair and Vice Chair will temporarily retain their positions. The first item of business at the next Governance Council meeting will be to elect officers: Chair, Vice Chair, Secretary and Treasurer. To align with the schedule of terms of this Governance Charter, the Vice Chair and Treasurer will be elected to one-year terms.

**2.2.3.3 Removal of Officer(s)**

An Officer may be removed by a majority 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.

# Committees

MI BOSCOC has standing committees, as outlined below. Unless explicitly given permission in advance by the MI BOSCOC Governance Council, no standing or ad-hoc committee or workgroup can take action on behalf of the Governance Council. All MI BOSCOC 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 CoC staff. The Committee Chair will be a member of the Governance Council.

## 3.1 Executive Committee

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

Role and Responsibilities: The MI BOSCOCExecutive Committee is responsible for managing the day-to-day work of the MI BOSCOC such as work that involves funding recommendations, the annual CoC consolidated application, CoC 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 hold votes during their meetings, but provides recommendations to the Governance Council when appropriate, where action may be taken.

## 3.2 MI BOSCOC HMIS Committee

Role and Responsibilities: The MI BOSCOC HMIS Committee coordinates statewide HMIS training, technical assistance, and data collection for all MI BOSCOC HMIS- participating providers. This committee is also responsible for formally reviewing policies, procedures, and data reporting for MI BOSCOC HMIS. This committee shall meet a minimum of two times per year.

Membership: HMIS 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. Membership of the MI BOSCOC HMIS Committee is as follows:

* All MCAH HMIS staff
* MSHDA representatives (one to three appointed by MSHDA)
* At-large members (three to four members of MI BOSCOC, who are consumers of HMIS)

### 3.3 MI BOSCOC Program Performance and Outcomes Committee

Role and Responsibilities: The MI BOSCOC Program Performance and Outcomes Committee (also referred to as the Program Performance Committee) is responsible for developing and implementing plans for the monitoring and improvement of performance of MI BOSCOC homeless programs and the MI BOSCOC homeless system.

* The MI BOSCOC Program 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 program performance. In this role, the MI BOSCOC Program Performance and Outcomes Committee will:
* Establish performance targets for, at minimum, CoC and ESG funded projects
* Monitor grantee performance
* Evaluate project outcomes
* Assist projects with CQI initiatives to improve performance

Membership: Program 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 CoC staff.

### 3.4 MI BOSCOC Project Evaluation Committee

Role and Responsibilities: The MI BOSCOC Project Evaluation Committee develops the annual project evaluation process that is used to evaluate, score, and rank CoC projects (renewal and new as directed by the Council) and facilitate funding recommendations for projects included in the annual CoC consolidated application.

Membership: Project 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 CoC staff.

### 3.5 MI BOSCOC Coordinated Entry

Role and Responsibilities: The MI BOSCOC Coordinated Entry Committee evaluates, updates, and recommends training for the MI BOSCOC Coordinated Entry Policy and the Local Planning Body procedures.

Membership: Project 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 CoC staff.

### 3.6 MI BOSCOC Finance Committee

Role and Responsibilities: The MI BOSCOC Finance Committee shall develop and oversee the Budget. Informs the Governance Council on the budget through reports, accepts recommendations from the Governance Council on the budget based on goals. The MI BOSCOC 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 CoC staff.

**3.7 MI BOSCOC** **Membership Committee**

Role and Responsibilities: This committee will be responsible for developing an outreach plan to reach the full diversity of stakeholders, including persons/organizations that are not currently members, and will establish and annually review a dues structure and membership process/application for the CoC. The committee will also develop a membership information kit that may include the governance charter, membership list, and membership benefits and responsibilities. The MI BOSCOC Secretary will serve as Chair of this committee.

Membership: Membership 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 CoC staff.

### 3.8 MI BOSCOC Vulnerable Populations Committee

Role and Responsibilities: This committee will be responsible for developing a monitoring process to make sure the needs of these populations are addressed.

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 CoC staff.

### 3.9 Ad-Hoc Committees

MI BOSCOC 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 the ad-hoc committees will serve until the assigned task is completed.

**3.9.1 Nominating Committee**

This committee is responsible for slating Officers, Governance Council members and Committee nominations, while ensuring diversity, balanced stakeholder representation and institutional memory. The MI BOSCOC Secretary will serve as Chair of this committee.

**3.9.2 Monitoring Committee**

This committee is responsible for undertaking performance evaluations of the Collaborative Applicant and 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 MOU with both the CA and HMIS Lead Agency.

# MI BOSCOC Meeting Structure

All MI BOSCOC meetings shall follow Roberts Rules of Order.

## Meeting Schedules

* Full MI BOSCOC membership will meet a minimum of two times per year and could be held as frequently as monthly. The fall Annual meeting will be an in-person meeting.
* Governance Council will typically meet monthly, but could meet more or less often based on the need. The fall Annual meeting will be an in-person meeting.
* Executive Committee will meet on an as-needed basis called by the Chair. There will be a minimum of two meetings per year and could be held as frequently as monthly.
* Standing Committees will meet a minimum of two meetings per year and could be held as frequently as monthly.
* Ad-hoc Committees will meet on an as-needed basis.

## MI BOSCOC Staff Support

The MI BOSCOC may, from time to time, retain staffing support to carry out its mission, pursuant to funding availability.

# Decision-Making

MI BOSCOC seeks to bring consensus among all members, whether full membership or committee membership, when there is a need for decision-making. Final decisions are made through a vote of the membership of the Governance Council which serves as a representative group of the full membership. The full membership, committees, and the Executive Committee are all recommending bodies to the Governance Council where the final vote is taken.

## Quorum

A quorum of 33% of the full Governance Council membership is required to hold a vote on any decision. In the absence of a quorum, agenda items requiring a vote shall be either conducted by an electronic vote or tabled until next meeting.

## Voting

All items presented to the Governance Council for a vote will be decided by a simple majority (51%) vote of those members in attendance when a quorum is present. No member may vote on any item that presents a real or perceived conflict of interest.

### 5.3 Action Without a Meeting

The Governance Council shall have the right to take any action in the absence of a meeting, which they could take at a meeting. Any action taken in the absence of a meeting must be initiated through a formal motion, with a second, and receive a majority of the Governance Council votes. The Chair or designee will send out this notice for action. Such votes will be taken electronically, provided that at least 48 hours, over the course of two business days, are given for members to cast their votes. The Secretary or designee will be responsible for receiving and tallying all votes. Where action is taken without a meeting, any vote counts and the results of the action shall be reported to the Governance Council and shall be reflected in the written minutes of the next regular meeting.

## 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 any item is put to a vote all members will be asked to disclose any real or perceived conflicts of interest related to the business item at hand. These members will refrain from voting on items where a conflict exists.

# Designation of the MI BOSCOC Collaborative Applicant

Annually, the Governance Council will designate an entity to serve as the Collaborative Applicant (CA) for the MI BOSCOC. 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.

# Homeless Management Information System (HMIS)

**MI BOSCOC** designates Michigan Coalition Against Homelessness (MCAH) as the MI BOSCOC HMIS Lead Agency.

Michigan’s HMIS provides a statewide platform for all jurisdictions within the State to participate. Recognizing that implementing measurement requires strong local engagement, the framework for the statewide implementation is a distributed practice model. Each Independent Jurisdiction is required to employ local HMIS Staff and has direct control over staffing, licensing and related funding of their HMIS. MSHDA holds the HUD HMIS Project grant on behalf of MI BOSCOC and provides related match funding. MSHDA subcontracts with MCAH to manage the Central Repository including the Vendor Contract and indirect/advisory support to all non-MI BOSCOC Michigan Jurisdictions and to provide direct HMIS support to MI BOSCOC. All participating Jurisdictions sign a Joint Governance Charter that defines the roles and responsibilities of participating on the Statewide System. 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.

**Shared Financial Model**

Participating jurisdictions support the Central Repository through hosting credits applied to the MI BOSCOC Vendor Bill. Other charges are negotiated between jurisdictions for specific technical services on a case by case basis. All jurisdictions are responsible for their licenses and any management fees through sub-contracts associated with the Master Contract with Mediware Information Systems. MCAH holds the Master Contract.

Oversight of the MSHMIS Project CoC Grant is a MI BOSCOC / MSHDA Collaboration:

1. MI BOSCOC reviews and approves participating on the Statewide System by signing the Joint Governance Charter.
2. MI BOSCOC annually approves the budget and prioritizes the project. The MI BOSCOC HMIS Committee may review specific issues and make recommendations related to the HMIS Project to the Governance Council.
3. MSHDA is the direct grantee for all HMIS funds and provides routine financial and grant oversight. MSHDA subcontracts with MCAH to administer the HMIS. Project oversight activities include:
   1. Annually establishing a contract/MOU for management services, which includes the scope of work approved by the Governance Council.
   2. MCAH submits with all billing requests, supporting documentation including but not limited to:
      1. All bills and invoices related to expenses
      2. Time sheets
      3. Copies of all cancelled checks
   3. Budget compliance including prior approval of any budget shifts that exceeds 10% and any purchases that exceed $5,000.
4. Quarterly Reports that monitor the operation of the System including the APR(s) are provided to both MSHDA for contract compliance and MI BOSCOC for general oversite.
5. MCAH routinely provides data to the full MI BOSCOC Board and makes a routine report on any issues related to the HMIS operation and staffing and any vendor or database issues.
6. Annually, MCAH publishes HMIS Policies and Procedures that provide the baseline compliance standards for all participating jurisdictions. MI BOSCOC adapts and adopts the MI BOSCOC HMIS Policy.

**Statewide Technical Governance**

Statewide technical governance of the System is accomplished through a standing monthly System Administrator Meeting composed of all Independent Jurisdictions and MI BOSCOC Local Planning Bodies. Any technical changes to the system that involve shared assessments or drop downs are approved by vote during these meetings.

**Statewide Policy Oversight**

Statewide policy oversight is accomplished through the Michigan Homeless Policy Advisory Team (HPAT). HPAT is composed of representatives of Independent Jurisdictions as well as State Department Leadership. The Advisory Team reports directly to the Governor’s Interagency Council on Homelessness (ICH).

1. MCAH provides routine data reports to HPAT and approved information to ICH.
2. The HMIS Project publishes information on the “state of homelessness” in Michigan. MSHDA provides administrative support, however the content is a collaborative process of HPAT and MCAH. Basic publications include:
   1. Quarterly Data Tables providing summary statistics for the various components of Michigan’s efforts to end homelessness.
   2. Annual Benchmarks providing performance norms for shared outcomes. Norms are established based on both project type and size as well as location.
   3. Annual Report covering all aspects of services to homeless persons including prevalence by region and overall performance on shared inputs and outcomes, and a summary of homeless characteristics and trends over time.
   4. Prevalence Counts by CoC and County for use in fund allocations, grant making activities and local advocacy.
   5. Monthly housing outcomes for the Governor’s Benchmarks.
   6. Other information requests made by the Governance Council.

# Governance Charter Review

All requirements related to operation of MI BOSCOC laid out in the Governance Charter are subject to review, update, and approval annually. MI BOSCOC members will vote on approving, reviewing, and or updating MI BOSCOC requirements and processes at the Annual membership meeting. Any MI BOSCOC member may propose an amendment to this Charter by emailing the proposed amendment to the Secretary at least one month before the Annual meeting. The Charter may be amended by a two-third vote of the total membership at the Annual meeting.