

# South Shore Regional Network to End Homelessness

## Governance Charter

Also known as MA-511: Quincy/Brockton/Weymouth/Plymouth City and County Continuum of Care (CoC) or the South Shore CoC

# South Shore Regional Network to End Homelessness Governance Charter

## 1. Mission and Geography of the South Shore Regional Network

The South Shore Regional Network, which is the Continuum of Care for the region, has a mission to **bring together community agencies, government entities, faith-based organizations, businesses, consumers and other community partners to design and implement regional strategies to prevent, reduce, and end homelessness** in the communities covered by the Network.

The South Shore Regional Network is comprised of the Quincy/Brockton/Weymouth/Plymouth City and County Continuum of Care (CoC), also known as MA-511 CoC, which is recognized by HUD as the CoC geography. It is known locally as **the South Shore Regional Network to End Homelessness** and is defined as **“the Network”** in this Governance Charter.

The Network communities are in Norfolk and Plymouth Counties: Abington, *Avon, Braintree, Bridgewater, Brockton, Canton, Carver, Cohasset, Dedham, Duxbury, East Bridgewater, Easton (Bristol County), Halifax, Hanover, Hanson, Hingham, Holbrook, Hull, Kingston, Lakeville, Marion, Marshfield, Mattapoisett, Middleborough, Norwell, Norwood, Pembroke, Plymouth, Plympton, Quincy, Randolph, Rochester, Rockland, Scituate, Stoughton, Wareham, West Bridgewater, Westwood, Weymouth, and Whitman.*

The towns in *italics* are not in the MA-511 CoC for purposes of HUD Continuum of Care governance requirements, but have a history of being part of this regional network for planning and service delivery. (See (3) below: Background of the Continuum of Care.)

## 2. Purpose of the Charter

The CoC Interim Rule, published in the Federal Register on July 31, 2012 and effective August 30, 2012 formally establishes the Continuum of Care as the planning body responsible for meeting the goals of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH): Continuum of Care program as outlined in 24 CFR Part 578. A requirement of the CoC Interim Rule is that the CoC develop and follow a governance charter which outlines and assigns all responsibilities of the CoC. This South Shore Regional Network Governance Charter meets the requirements of 24 CFR Part 578 and outlines all roles and responsibilities of the various members and entities within the South Shore Regional Network. It is intended to guide the governance operations and decision-making process of the South Shore Regional Network. The Governance Charter will be reviewed annually and updated according to the process outlined herein.

### 3. Background of the Continuum of Care

The South Shore Regional Network was originally organized as two CoC Communities: Brockton/Plymouth City and County CoC and Quincy/Weymouth CoC. In April 2009, with the support of the Commonwealth of Massachusetts to create ten regional networks across the state, the organizations operating in these two CoCs formed one Regional Network. The goals were two-fold: to build strong regional planning that would prevent and end homelessness and to integrate HUD CoC activity with the Regional Network through the eventual merger into one CoC. The merger would allow for improved coordination and systems planning on a regional basis of HUD CoC Planning resources and CoC Program funds, including both Continuum of Care (CoC) and Emergency Solutions Grant (ESG). On February 8, 2015, HUD approved the merger of the two CoCs.

This Network also includes other Norfolk county towns in its regional planning and programming that are currently in the Balance of State CoC for HUD CoC purposes. The communities listed in Section 1 above have a history of homeless collaborative planning and service delivery as a South Shore region. It is the Network's goal eventually to gain approval to add those Norfolk County towns to the South Shore Regional Network for HUD CoC purposes.

### 4. Organization of the CoC

#### a. CoC Membership

The South Shore Regional Network encourages the active participation of all members of our geography who are interested in working to prevent and end homelessness in the CoC. We support an open invitation process for current and new members (see Section 4a(3) below for Outreach).

Membership is divided into two categories: General Membership and Voting Membership.

**(1) General Membership:** Anyone who lives or works in the Network's geographic region can be a general member. General members are welcome to attend the bi-annual Network Membership Meetings or any relevant committee, subcommittee or local planning meetings in the Network.

**(2) Voting Membership:** Anyone who lives or works in the Network geographic region and attends any meetings of the Network can be a voting member of the Network, with the restriction that organizational entities are limited to one vote per organization. Members of the organization will decide which participating member would have voting membership. An individual, who is not employed by or otherwise representing an organization that participates in the Network, would vote as an individual.

**(3) Outreach for new members:** The Network will conduct outreach to new members a minimum of two times per year. This outreach will include an invitation to attend and participate in one of the bi-annual meetings of the full Network or participate at one of the committee or subcommittee meetings.

**(4) Network Year:** The year for purposes of the Regional Network will run from July 1 – June 30.

**(5) Network Membership Meetings:** The Network Membership will meet at least twice per Network year including one fall meeting which will take place between September and December and one winter/spring meeting to take place between January and June.

**(6) Approval of Network Charter:** The Network Membership will review and approve the Governance Charter annually at the winter/spring Meeting.

#### **b. South Shore Regional Network Executive Committee:**

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In compliance with the CoC Interim Rule, the South Shore Regional Network has created a Governing Board, hereafter called the Executive Committee.

##### **(1) Responsibilities of the Executive Committee**

The Network Executive Committee is the lead decision-making body responsible for planning for the use of U.S. Department of Housing and Urban Development’s HEARTH Act CoC resources and coordinating related activities regarding homeless prevention, homeless services and homeless housing activities and programming.

##### **Specific responsibilities include:**

##### **Overall Coordination and Planning:**

- ❖ Provide overall direction and leadership of the process
- ❖ Make all formal decisions required by HUD of the CoC
- ❖ Carry out strategic planning and goal-setting regarding a coordinated housing and service system within the CoC to meet the needs of homeless persons
- ❖ Set system level and program level performance targets and goals
- ❖ Align and coordinate HUD CoC and other homeless assistance and mainstream resources
- ❖ Approve the Collaborative Applicant, HMIS Lead, and Network Support Entity
- ❖ Present for Network membership’s annual approval a revised Governance Charter at the winter/spring Meeting of the Network Membership.

##### **CoC/Network Meetings:**

- ❖ Set agenda for bi-annual general meetings
- ❖ Establish sub-committees as needed to perform the functions of the Network
- ❖ Receive reports and recommendations from sub-committees and task groups
- ❖ Invite and outreach to new members for the general meetings

#### **CoC and ESG resources:**

- ❖ Establish priorities for and make decisions about the allocation of HUD CoC resources
- ❖ Receive HUD CoC monitoring and evaluation information regarding system wide and individual program performance on established goals, and take action against poor performers
- ❖ Consult with ESG recipients within the CoC's geographic area (City of Quincy) on the plan for allocating ESG funds, and reporting on and evaluating the performance of ESG recipients and subrecipients
- ❖ Give final approval of the CoC application that is submitted to HUD
- ❖ As part of the CoC application, approve a process to review and rank CoC projects using selection criteria that are made publicly available

#### **Coordinated Entry and Written Standards**

- ❖ Develop and implement written standards for providing CoC assistance, including ESG program funds in consultation with ESG recipients
- ❖ Ensure coordinated entry system and practice is implemented in the Network, including for CoC and ESG resources
- ❖ Review and approve annually any changes to the *CoC Policies and Procedures Manual* where the CoC written standards and CoC recipient and subrecipient requirements are enumerated, and the *CoC Coordinated Entry Policies & Procedures Manual* where the CoC coordinated entry system is detailed

#### **HMIS, Data, and Gaps Analysis**

- ❖ Ensure that the CoC conducts the Point in Time Count of Sheltered and Unsheltered as required by HUD and a gaps analysis that includes the Housing Inventory Chart
- ❖ Ensure Homeless Management Information System (HMIS) is operating as prescribed by HUD; review, revise and approve HMIS privacy plan, security plan, and data quality plan as presented by the HMIS Lead and HMIS Administrator; ensure participation in HMIS by recipients and subrecipients through management by HMIS Administrator

## ***(2) Membership of the Executive Committee***

The Executive Committee shall be composed of 9 to 15 members.

The following are required seats on the Executive Committee:

- ❖ City of Quincy Planning and Community Development Department (1 designee)
- ❖ City of Brockton Redevelopment Authority (1 designee)
- ❖ CoC Recipient and/or Subrecipient Agencies (1 from each recipient agency; when there is more than 1 subrecipient for a grant, all representatives of the grant will be provided a seat but will share one vote on Executive Committee matters)
- ❖ United Way of Greater Plymouth County (1 designee)
- ❖ Homeless or formerly homeless person (at least 1)
- ❖ Agency representative from Plymouth and Wareham (2 designees/1 from each geography)

- ❖ Agency representative of an ESG subrecipient agency not currently represented on the Executive Committee (1 designee)

Members filling one of the designated seats will be chosen by the agency they represent (i.e. “appointing agency”); there is an expectation that those chosen representatives occupy executive leadership positions at their organizations. Terms for these representatives will be for a minimum of one year (July 1-June 30) but can be extended without limits by their appointing agency. The homeless or formerly homeless representative(s) will be approved by the Executive Committee for a term of two years.

In addition to the above required members, the Executive Committee membership can be expanded to include up to five “at large” members. These at large members may be selected by the current Executive Committee from one or more of the following:

- Other jurisdictions
- Business community
- Public Housing Agency
- Faith-based organizations
- School department
- Other Service Providers

The term for these at-large members will be for one year but can be renewed by the Executive Committee. In selecting at-large members, the Executive Committee will seek to ensure that all subpopulations are represented on the Executive Committee by one or more members.

In addition to the above voting members of the Executive Committee, the Collaborative Applicant, the HMIS Administrator, and the Network Support Entity may each have a non-voting member included on the Executive Committee if necessary to advance committee business. A staff/consultant for the Network may also attend Executive Committee meetings to assist with committee business.

Chairperson(s): The Executive Committee will have up to two co-chairs at any time who will serve for two years. When the CoC engages two co-chairs they will serve with alternating terms. The current chair(s) and term(s) are as follows:

- Dennis Carman, President & CEO, United Way of Greater Plymouth County (term: July 1, 2021 – June 30, 2023) *Current Chair: July 1, 2022 - June 30, 2023*
- John Yazwinski, President & CEO, Father Bill’s & MainSpring (term: July 1, 2022 – June 30, 2024)

### ***(3) Operations of the Executive Committee***

#### **[a] Meetings, quorum, voting**

- The Executive Committee shall meet no less frequently than every quarter.

- The vote of a majority of members present and voting at a meeting at which a quorum is present is enough to constitute an act of the Executive Board. Quorum being defined as a simple majority of the Executive Committee membership.
- Members that fail to attend regularly scheduled meetings (without an Alternate present) shall be subject to removal from the Executive Committee by majority vote of the Executive Committee if they attend fewer than 75% of meetings in one year. The Executive Committee will require the appointing agencies to appoint a substitute in the event of the removal of a member of the Executive Committee.

**[b] Conflicts of Interest and Recusal Procedure:**

No member of the Executive Committee shall vote upon or participate in the discussion of any matter which shall have a direct financial bearing on the organization that the member represents. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions. Any Board member finding themselves in a situation where conflict of interest may arise shall recuse himself/ herself from proceedings. The recusal shall be duly recorded in the Executive Committee minutes. All Executive Committee processes shall comply as it relates with the requirements of 24 CFR Part 578.95(b).

**[c] Code of Conduct:**

The Executive Committee expects of itself and its members ethical and business-like conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Executive Committee members.

- Executive Committee members must avoid any conflict of interest with respect to their responsibilities.
- There must be no self-dealing or any conduct of private business or personal services between any Executive Committee members and the South Shore Regional Network except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
- Executive Committee members must not use their positions to obtain for themselves, family members, or close associates, employment within the Network.
- Should an Executive Committee member be considered for employment by the Network, he or she must temporarily withdraw from Executive Committee deliberations, voting, and access to applicable Executive Committee information.
- Executive Committee members and members at large may not attempt to exercise individual authority over the Network except as explicitly set forth in Board policies.

### c. Other Committees/workgroups

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The South Shore Regional Network may be comprised of several volunteer committees and networking/task groups which have various roles and responsibilities. The Executive Committee can create committees and workgroups to address specific regional needs, subpopulation needs, or action/intervention needs. These committees/groups may include:

- Youth Committee [including family longest stayers in shelter - case conferencing component]
- Racial Equity Committee
- Triage to Housing [for homeless individuals]
- Veterans Committee

### d. Collaborative Applicant

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The City of Quincy is the Collaborative Applicant. The Collaborative Applicant will submit the CoC application to HUD on behalf of the South Shore Regional Network. When HUD planning funding is available, the Collaborative Applicant will submit an application to HUD for CoC planning resources and if awarded will administer these for the Network.

### e. Support Entity

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Father Bill's & MainSpring is the Support Entity. As its resources permit, the Support Entity provides staff/consultant to assist with meeting certain HUD requirements for the Network.

#### Specific responsibilities include:

- Provide technical assistance and lead role to prepare the Collaborative Application.
- Assist with advising and carrying out other HUD CoC requirements.

### f. Homeless Management Information System (HMIS)

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The Network has designated a single HMIS for the geographic area and the entities to manage that system:

**(1) HMIS Lead:** The City of Quincy is the HMIS Lead. As HMIS Lead, it:

- Is designated by the Network to operate the region's HMIS on the Network's behalf.
- Applies for HMIS funds on behalf of the Network in order to operate the HMIS and for other costs eligible under 578.57.
- Is responsible for selecting the HMIS Administrator.
- Monitors the HMIS Administrator for meeting the requirements prescribed by HUD.

**(2) HMIS Administrator:** Father Bill's & Mainspring is the HMIS Administrator. The HMIS Administrator will:

- Maintain, and ensure compliance with, the Network’s HMIS Policies and Procedures Manual. The manual includes the HMIS privacy, security, and data quality plans; and written standards regarding other HMIS requirements pursuant to 24 CFR part 578 and to HUD mandates.
- Ensure participation of the Network’s recipients and subrecipients in the HMIS.
- Coordinate the annual homeless Point-in-Time count and update of the Housing Inventory Chart and submit the data to HUD.
- Complete the Longitudinal Systems Analysis (LSA) and submit to HUD.
- Implement tracking and reporting of System Performance Measures and submit to HUD.
- Provide technical assistance to all HMIS participating agencies with HMIS data collection.
- Lead efforts by the Network to gather and analyze regional homeless data and to create a regional data warehouse.

### **g. Recipient and Subrecipient**

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Recipient agency is an entity that enters into a grant agreement with HUD to obtain and administer CoC program funds. Subrecipient agency is an entity that enters into an agreement with a recipient to perform some or all of the responsibilities outlined in the recipient’s grant agreement with HUD and in accordance with the CoC Interim Rule.

Recipients and Subrecipients must abide by the *CoC Policies and Procedures Manual*.

At the winter/spring general membership meeting of the South Shore Regional Network in June 2022, the Regional Network voted to approve this updated Governance Charter. It also authorized the Executive Committee Co-Chairs to sign, approving the charter on the Network's behalf.

Approved by:

Executive Committee Co-Chair: Dennis Carman \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Committee Co-Chair: John Yazwinski \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_