



## **Metro Denver Homeless Initiative Continuum of Care Governance Charter**

### **I. Purpose of the Charter**

This Charter sets out the composition, roles, responsibilities and committee structure of the Metro Denver Continuum of Care (CoC).

### **II. History**

The CoC was founded on December 8, 1994. The CoC represents seven counties in metro Denver including Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas and Jefferson referred to herein as the geographic area. Since its inception, the COC has worked to implement programs and projects including housing and services to support people who are homeless or at imminent risk of homelessness. Programs include prevention, outreach and assessment, emergency shelter, transitional housing, supportive services, permanent supportive housing and permanent housing. Its focus continues to be in three primary areas: (1) regional needs assessment and service planning, (2) conducting and disseminating research, and (3) community organization.

### **III. Purpose of the Continuum of Care**

The purpose of the Metro Denver Continuum of Care (CoC) is to create a collaborative, inclusive, community-based process and approach to planning for and managing homeless assistance resources and programs effectively and efficiently to end homelessness in the jurisdiction as specified in Department of Housing and Urban Development, 24 CFR Part 578, Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Continuum of Care Program.

### **IV. Membership in the Continuum of Care**

Membership, also referred to by the CoC, and herein as “stakeholder”, in the CoC shall include but are not limited to representatives of any agency, businesses, faith organization, governments, citizen or subdivision thereof at the local and state level, housing providers, private foundations, mental health providers, veterans organizations, health care entities and non-profits and organizations who serve or work to address the needs and issues of individuals, youth, and families who have been, are, or are at-risk of becoming homeless.

## **V. Duties of Membership**

The responsibilities and rights of CoC members shall include:

- A. Attend and participate at the annual meeting of the CoC;
- B. Contribute to and participate in strategic planning including:
  - 1. Provide guidance and direction on the needs, issues, and focus of funding, and
  - 2. Provide direction on the activities and operations of the CoC;
- C. Attend meetings of the Board of the Primary Decision Maker (PDM) as a non-voting member to provide information, or at the request of the Board of the PDM, provide expertise on particular issues; and
- D. Serve on standing committees of the COC which include but are not limited to the following:
  - 1. Coordinating committee
  - 2. OneHome committee
  - 3. Employment committee
  - 4. Governance committee
  - 5. HMIS Policy committee
  - 6. HMIS User Group
  - 7. NOFA committee
  - 8. Point-In-Time committee
  - 9. Data Committee
- E. Serve on future committees or task specific work groups the PDM may form which may include one or more of the following:
  - 1. Consumer Input Forum
  - 2. Policy Committee
  - 3. Provider Affinity Group
  - 4. Population Specific Work Group
- F. Participate in discussions and propose direction to the Board of the PDM regarding changes to the CoC Governance Charter;
- G. Participate in the annual survey of the membership.

## **VI. Designation of Primary Decision Maker**

The Board of Directors of the Metro Denver Homeless Initiative (MDHI) is designated as the Primary Decision Maker and shall be the oversight Board of the CoC and the primary decision making body of the CoC so as to facilitate the following goals:

- A. To ensure that the CoC is meeting all of the responsibilities assigned to it by HUD regulations;
- B. To encourage and foster collaboration and communication between the members of the CoC;
- C. To represent the relevant organizations and projects serving homeless subpopulations;
- D. To support homeless persons in their movement from homelessness to economic stability and affordable permanent housing within a supportive community;
- E. To be inclusive of all the needs of all homeless population, including the special service and housing needs of subpopulations;
- F. To facilitate responses to issues and concerns that may impact the CoC resulting from changes in Federal programs or regulations;

- G. To complete and provide timely access to information and a fair selection process regarding annual funding allocations, support projects that have been funded, and encourage new projects to submit applications; and,
- H. To implement such other initiatives as the CoC may determine consistent with its mission including but not limited to actively advocating for support on homeless issues, participating in the political processes of the CoC in response to issues which impact the homeless populations, and raising funds and additional resources to allocate in support of the CoC and homeless programs.

## **VII. Duties of the Primary Decision Maker**

The Primary Decision Maker (PDM) shall supervise the affairs of the CoC on behalf of the geographic area that includes Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas and Jefferson counties by facilitating the following general activities:

- Staff committees
- Produce planning materials
- Coordinate needs/gaps assessments
- Collect and report performance data
- Monitor program performance
- Coordinate resources, integrate activities and facilitate collaboration
- Prepare collaborative application for CoC funds
- Build awareness
- Recruit Stakeholders

The PDM shall be responsible to fulfill the following major duties:

- A. Operate and manage the PDM consistent with the requirements of HUD and the following:
  - 1. Adopt and regularly review its by-laws and governance documents;
  - 2. Maintain and enforce a conflict of interest policy;
  - 3. Operate in a manner consistent with standard and customary business practice and all applicable local, state and federal regulations including but not limited to:
    - a) Conducting an annual audit;
    - b) Filing an annual tax return
    - c) Consideration and adoption of personnel management guidelines and compensation policies; and
  - 4. Hire and oversee the activities of a professional staff which shall include the following:
    - a) Executive Director;
    - b) Technical and support staff as needed or appropriate.
- B. Operate and manage the CoC which shall include:
  - 1. Hold a semi-annual meeting of the membership or stakeholders where:
    - a) Notice of the meeting is distributed broadly and available at least 30 days in advance of the meeting;
    - b) The agendas is published in advance and available to stakeholders which shall include at a minimum;

- (1) Introduction of the current members of the Board of the PDM;
  - (2) Presentation of the prior year's activities;
  - (3) A summary of the planned activities of the coming year;
  - (4) An opportunity for stakeholders to provide feedback and suggestions regarding current issues in their respective areas, on the proposed COC activities for the period; and establish funding priorities for projects in the seven county area of the CoC;
  - (5) Review and update of the Governance Charter;
    - (a) Any member attending a semi-annual meeting may propose an amendment to this Governance Charter;
    - (b) Following consideration, discussion and a vote by those members attending, proposed amendments approved by a majority of the members attending, will be forwarded to the Board of the PDM for consideration at the next regularly scheduled meeting of the Board;
    - (c) Members who wish to contribute to the discussion of the Board of the PDM may provide written comments or speak at the meeting;
    - (d) Amendments to this Governance Charter shall be considered and voted on pursuant to the adopted policies and voting processes of the Board of the PDM;
    - (e) A record of the discussion and vote will be provided to the members of the CoC via the website or upon request.
  - (6) An invitation to all members to apply to the Board of the PDM which shall include a summary of the outstanding areas of representation needed and a summary of the selection process;
  - (7) Insure that at least one member of the Board of the PDM is a homeless or formerly homeless individual
- c) Prior to at least one of the semi-annual meetings, the PDM will provide a widely distributed notice and invitation to the public to consider becoming new members in the CoC.

C. Reporting

1. Proceedings of all CoC general meetings shall be documented by written minutes; and
2. Post CoC meeting minutes to the CoC website.

D. Recruit, interview, and select new board members to the PDM to act on behalf of the CoC including:

1. Adopt written recruitment, selection and service policies for new board members;
2. Board members will be selected from the following categories to ensure broad representation of the CoC on the board of the PDM:
  - a) Geography – members from all seven counties in the COC service area;
  - b) Service Providers – service organizations that provide direct services or are interested in providing direct services to the homeless or persons at-risk for homelessness;
  - c) Affiliates – non-direct service organizations, faith-based organizations, governments and/or businesses that support the purposes of the COC; and,
  - d) Independent individuals who represent themselves in supporting the COC

- E. Review the recruitment and selection process
  - 1. The recruitment, selection and recruitment process will be reviewed at least every five years and amended as needed; and
  - 2. Copies will be provided to CoC members and stakeholders for their review and comment at the annual meeting.
- F. Additional duties include:
  - 1. Appoint committees, subcommittees and or workgroups as needed or directed by the CoC or as determined by the PDM;
  - 2. Develop, follow and update annually a governance charter, which will include all procedures and policies needed to comply with CoC requirements prescribed by HUD;
  - 3. Develop, follow, enforce, and review annually, a code of conduct and conflict of interest and recusal process for all PDM board members and chair(s) of the PDM, and any person acting on behalf of the PDM;
  - 4. Consult with recipients and sub-recipients of CoC funding to establish performance targets appropriate for population and program type, monitor recipients and sub-recipients performance; evaluate outcomes, and take action to hold poor performers accountable;
  - 5. Evaluate outcomes of projects funded under Emergency Solutions Grant program (hereinafter referred to as “ESG”) and the CoC program, and report to HUD;
  - 6. In consultation with recipients of ESG funds, establish and operate a centralized and coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
  - 7. In consultation with recipients of ESG funds within the geographic area, establish and consistently follow written standards to provide CoC assistance. At a minimum, these written standards must meet HEARTH requirements (24 CFR Part 578)
- G. Lead CoC planning:
  - 1. Coordinate the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals, including unaccompanied youth, and families. At a minimum, such system should encompass the following:
    - a) Outreach, engagement and assessment;
    - b) Shelter, housing and supportive services; and
    - c) Prevention strategies
  - 2. Plan for and conduct an annual Point-In-Time count of homeless persons within the geographic area that meets the following requirements:
    - a) Homeless persons that are living in places not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons;
    - b) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons; and
    - c) Other requirements established by HUD by notice.
  - 3. Conduct an annual gaps analysis of the homeless needs and services available within the geographic area;
  - 4. Provide information required to complete the Consolidated Plan(s) within the CoC’s geographic area; and

5. Consult with state and local government ESG program recipients for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and sub-recipients.

### **VIII. Designation of a Homeless Management Information System (HMIS) Lead Agency**

The CoC has delegated the responsibility to select, oversee, implement and manage the local Homeless Management Information System (HMIS) to the PDM

### **IX. Duties of the HMIS Lead Agency**

The PDM shall select, consistent with its established procurement policies, a Lead Agency for the Homeless Management Information System (HMIS) for the CoC. The PDM will maintain an HMIS Governance Agreement (GA) with the HMIS Lead Agency. The GA shall be updated periodically, but at a minimum, annually.

The HMIS Lead Agency is eligible to apply for HMIS funds through the HUD CoC grant process and other sources and will use these funds to dedicate staff and resources to the functions of the HMIS as specified by HUD guidelines.

- A. The HMIS Lead Agency will be responsible for the following:
  1. Execute HMIS participation agreements;
  2. Monitor compliance with applicable HMIS standards on a regular basis;
  3. Establish and review annually End User Agreements;
  4. Maintain and update as needed the files for HMIS software to include software agreements, HUD Technical Submissions, HUD executed agreements and Annual Progress Reports;
  5. Develop and maintain HMIS agency files to include original signed participation agreements, original signed user license agreements and all other original signed agreements pertaining to HMIS;
  6. Maintain and update as needed a Data Quality Plan;
  7. Maintain, review and update HMIS Privacy Policy;
  8. Maintain and review annually the HMIS Security Plan, including disaster planning and recovery strategy;
  9. Maintain and update as needed HMIS Policies and Procedures;
  10. Provide copies of the Data Quality Plan, Privacy Policy, Security Plan and Policy and Procedures to the HMIS Policy Committee for review and feedback on an annual basis;
  11. Review national, state and local laws that govern privacy or confidential protections and make determinations regarding relevancy to existing HMIS policies;
  12. Provide new user training and refresher user training monthly;
  13. Pro-actively contact new users for immediate follow up and issuance of username and password to access HMIS in an effort to begin entry of data as soon as possible following training;
  14. Provide on-site technical support to agencies using HMIS for trouble-shooting and data input;

15. Monthly review of HMIS data and bed lists to ensure that participating agency programs are using HMIS accurately;
16. Provide assistance to agencies upon request for additional on-site training and support;
17. Work with MDHI and partners to conduct unduplicated accounting of homelessness annually;
18. Designate a single HMIS vendor and system for the geographic area;
19. Ensure consistent participants of recipients and sub-recipients of CoC and ESG funding in the HMIS; and
20. Ensure that the HMIS is administered in compliance with requirements established by HUD

**X. Designation of a Collaborative Applicant**

The CoC has delegated the duty of selecting a Collaborative Applicant to the PDM.

The PDM has designated the Board of Directors of the Metro Denver Homeless Initiative (MDHI) to be the Collaborative Applicant with the responsibility to oversee, implement and manage a system for reviewing and recommending applications for funding under the annual HUD CoC Notice of Availability of Funds (NOFA).

**XI. Duties of the Collaborative Applicant**

The Collaborative Applicant (CA) shall be responsible to fulfill the following major duties:

- A. Prepare an application for HUD funds that must include:
  1. Design, operate and follow a collaborative process for the development of applications, including determining the eligibility of applicants;
  2. Determine and establish through a collaborative process with the members of the CoC, funding priorities for projects in the seven county region of the CoC;
  3. Approve the submission of applications in response to the NOFA Established Priorities for funding projects; and
  4. Determine if one application for funds will be submitted for all projects or if more than one application for projects will be submitted.

**XII. Attachments**

- A. Code of Conduct, Conflict of Interest and Recusal Policy for Board members
- B. Committees of the CoC

**Attachment A**



## **Conflict of Interest Policy**

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act programs administered by HUD that award funds competitively require the development of a Continuum of Care system in the community where assistance is being sought. A continuum of care system is designed to address the critical problem of homelessness through a coordinated community-based process of identifying needs and building a system to address those needs. Metropolitan Denver Homeless Initiative (MDHI) is the designated Continuum of Care (CoC) for the seven-county metropolitan area consisting of Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas and Jefferson counties.

Membership of the MDHI Board of directors includes individuals from the seven county area some of whom represent nonprofit organizations which provide services to persons and families who are homeless or at-risk of becoming homeless. Some of these organizations will also, from time-to-time, be applicants for funds and/or contracts which may be awarded directly by MDHI, or at the recommendation of MDHI. To prevent an appearance of and address situations of conflict of interest, the following policy has been established to give guidance to currently serving members of the Board of Directors, inform MDHI's constituency, and promote transparency of the continuum's operations and business decisions.

### **Code of Conduct:**

Each and every member of the Board of Directors shall, to the maximum extent possible, serve in a manner so as to avoid the appearance, or actual occurrence of a conflict of interest, any favoritism or any special treatment toward any person, applicant, organization or vendor, having business, or dealings of any kind, with MDHI. No member of the Board of Directors shall use or cause or allow to be used, his or her position to secure any personal privilege for himself, herself, their organization, or others, or to influence, actions, of MDHI for private, professional or humanitarian reasons.

The role of the Board of Directors of MDHI is to:

1. Address the planning, data collection and service provision of MDHI through advocacy and oversight/administration of its programs;
2. Perform his or her duties with the highest degree of integrity and professional care in order to merit the respect of the beneficiaries of programs, elected officials and the general public.
3. Avoid using the office to gain advantage for any applicant, resident, vendor, self or any person having business, or dealings of any kind, with MDHI.
4. Maintain the highest standard of personal integrity and conduct in all matters pertaining to the Board.
5. Exercise diligence, objectivity and honesty in all professional activities.
6. Avoid any activity that is in conflict with his or her official duties and not realize undue personal gain from the performance of his or her official duties.
7. Serve the Continuum of Care with dedication, concern, courtesy and responsiveness.
8. Strive for professional excellence in his or her Board service.
9. Promote and encourage the highest level of ethics.

### **Purpose of Conflict of Interest Policy**

No Board member shall use his or her position, or the knowledge gained therefrom, in such a manner that conflict with the interests of MDHI. In his or her capacity as a Director, each Board member has the duty to place MDHI's interests first in any dealings with MDHI, and has the ongoing responsibility to comply with the requirements of this policy.



Board members serve without compensation. Board members may not obtain for themselves, their relatives, their organization, their business associates, or any other related party a material gain of any kind from their association with MDHI. MDHI expects that a Board member's organization or another related party may, from time to time, apply for grants or seek contracts from MDHI; it is the Board member's direct participation in decisions about such transactions that constitutes conflict of interest, not the organization's application itself.

If a Board member, or an individual or organization with which she or he is associated, has an interest in a current or proposed transaction, project or grant application, he or she must disclose that interest at the earliest opportunity, prior to any discussion or negotiation of that transaction. Disclosure requirements apply to transactions specifically involving the Board member's *individual* organization, but not to transactions involving the association's general membership; it is understood and appropriate that Board members have an interest in transactions affecting the membership as a whole.

### **Procedures**

Any Board or Committee member who is aware of a potential conflict of interest involving any matter under consideration by the Board or Committee, shall not be present for any discussion of the matter and shall not be permitted to vote on any matter in which he/she has an interest. When MDHI's staff is aware of a potential conflict of interest affecting a Board or Committee member, that Board or Committee member shall not receive related documents in advance of the discussion, under no circumstances shall a Board or Committee member be present for discussion of or vote on matters directly affecting their own interests, or attempt to advocate in their own behalf through private contact, communication, or discussion. Such matters of self-interest include but are not limited to grant or contractual arrangements with Board member's own organization or a related party.

A Board or Committee member with a conflict of interest is expected to:

- (a) Immediately, by written communication, inform the President, the Executive Director, and the members of the Board or committee of the Board charged with approving the transaction on behalf of MDHI of such person's interest or position;
- (b) Disclose any material facts within such person's knowledge that bear on the advisability of such transaction from the standpoint of MDHI, any contacts with other Board of Director members;
- (c) Shall recuse themselves from any discussion of the matter; and,
- (d) Not be entitled to vote on the decision to enter into such transaction.

The minutes of the Board or Committee meeting shall reflect that:

- any interested persons fully disclosed potential conflicts of interest;
- the Board or Committee discussed and determined whether an actual conflict of interest exists;
- the interested person(s) abstained from discussion and voting; and,
- the outcome of the Board vote.

In order to avoid even the appearance of impropriety, Board members may not accept any gifts valued at \$50 or more from, or on behalf of, a Member or potential Member, a Grantee or potential Grantee, MDHI's staff, or other members of the Board of Directors, if the gift is clearly intended as an enticement to influence the Board member's behavior, position on an issue, or vote on a Board decision. "Gifts" do not include reimbursement from MDHI for meals, lodging, and transportation as covered under MDHI's approved Reimbursement Policy. Board members should immediately report to the Executive Committee any threat, bribe, gift, or other enticement tied directly or indirectly to a vote on a grant, contract or membership status.

### **Continuum of Care NOFA Competition:**

MDHI, as the seven-county continuum of care, is responsible for the annual HUD CoC Notice of Funding Availability (NOFA) competition which requires solicitation of funding applications, review of funding

requests, and recommendation of funding awards. Since service providers are key to the work of the MDHI and will serve on the Board of Directors, the following process will be implemented relative to the annual NOFA review and approval process:

1. Executive Director of MDHI will appoint a NOFA committee to conduct application review, ranking and recommendation of NOFA awards. Committee members shall represent the geographic region, should be free of any conflict of interest, and will verify by signing a statement disclosing any potential conflicts;
2. An MDHI Board member, without conflict of interest, shall be designated by the Board of Directors to serve on the NOFA committee. This Board member will work with MDHI staff to assist with development and implementation of the review and recommendation process.
3. MDHI Executive Director and other staff will serve as non-voting members of the NOFA committee to assist with committee responsibilities and maintaining integrity of the review and recommendation process.
4. The NOFA Committee will provide to Board representative and MDHI staff recommendations for NOFA funding. The committee shall put forth recommendations for Board consideration.
5. Board members who have a conflict of interest (i.e., formal association with an agency submitting funding request) shall recuse themselves from all discussion and vote regarding the final funding recommendation.

### **Situations of Conflict of Interest**

The Board of Directors of MDHI shall investigate all allegations of impropriety, oral or written, made openly to any Board Member, Executive Director, or MDHI staff. The Board must thoroughly discuss the matter with the person(s) bringing the complaint, the Board member involved, and any other parties associated with the complaint. If a Board member is found to have violated the letter or intention of this conflict of interest policy, the Board may levy any of the following penalties, as it deems appropriate:

- A statement of reprimand or censure recorded in the minutes of the Board of Directors meeting;
- Expulsion from the Board of Directors; or
- Legal action, including but not limited to civil and/or criminal prosecution.

### **Annual statements**

Each director, principal officer and member of a committee with board delegated powers shall annually complete a questionnaire regarding any potential conflicts and stating:

- Director has received a copy of the conflict of interest policy;
- Director has read and understands the policy;
- Director has agreed to comply with the policy; and,
- Director understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempted purposes.

### **Definitions**

**Board member** - includes elected and appointed members of the Board, Committee members, and Staff acting in a Board capacity (i.e., as Board Secretary).

**Interest** - is a personal or professional connection which may take the form of financial interest in the transaction (grant application, contract, vendor, consulting) itself or in any organization involved in the transaction; a professional position or office in or paid consulting relationship with any organization involved in the transaction; a related party to a person on the staff or Board or who is a paid consultant to the organization involved in the transaction; or any other connection which causes the member to think she or he should abstain.

**Material gain**- includes indirect or direct financial, personal, or professional gain. For example, financial gain includes but is not limited to salary, payment, consulting fees (other than fees paid to the organization rather

than the individual), gifts, loans, grants, or other monetary gain. Professional gain includes but is not limited to prestige, appointment, or career advancement. Indirect gain includes but is not limited to support for/opposition to a grant, or competitive advantage, or avoidance of a loss through use of confidential information.

Related party - means the members of an individual's family, defined as any person who is related by blood or marriage, or whose relationship with the employee is comparable to that of persons who are related by blood or marriage; estates, trusts, and partnerships in which the individual or his/her immediate family have a present or vested future beneficial interest; an organization or entity for which the individual serves as a volunteer, Staff member, Board member, or paid consultant.

Confidential information - includes but is not limited to underwriting information about individual organizations gathered for and presented to the Board or its Committees to support membership, grant or contractual decisions (including Board discussion of proprietary information and the individual votes of Board members), opinions about/interpretations of material, substantive reasons for any vote during a meeting, and information gained in a consulting role. Board members may not disclose confidential information or use it for personal or professional gain.

Inquiries should be directed to:

Will Connelly – Executive  
Director

Metropolitan Denver Homeless Initiative

[Will.Connelly@mdhi.org](mailto:Will.Connelly@mdhi.org)



**Board Member Conflict of Interest Questionnaire**

**Background:** Each and every member of the Board of Directors shall, to the maximum extent possible, serve in a manner so as to avoid the appearance, or actual occurrence of a conflict of interest, any favoritism or any special treatment toward any person, applicant, organization or vendor, having business, or dealings of any kind, with MDHI. No member of the Board of Directors shall use or cause or allow to be used, his or her position to secure any personal privilege for himself, herself, their organization, or others, or to influence, actions, of MDHI for private, professional or humanitarian reasons.

**Board Members – Direct Relationships**

- 1. Have you received any payments (other than expense reimbursements) from the Organization?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 2. Are you employed by a company that does business with the Organization?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 3. Are you employed by an agency/business that does business with the Organization?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 4. Are you serving in an advisory capacity to an agency that does business with the Organization?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is **yes** to any of the above questions please explain in the following space:

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**Board Members – Family Relationships** (For the purpose of these questions, the IRS defines a “family relationship” as an individual’s spouse, ancestors, children, grandchildren, great-grandchildren, siblings -whether by whole or half blood - and the spouses of children, grandchildren, and siblings.)

- 5. Are you related to any individuals who are employed by the Organization?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 6. Are you related to any individuals that do business with the Organization, either directly or as employees and/or Advisory Committee/Board members?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is **yes** to any of the above questions please explain in the following space:

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*I have read and understand the requirements of the MDHI Conflict of Interest Policy, and I have completed the Board Member Questionnaire to the best of my knowledge.*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## **Attachment B - Continuum of Care Committee overview**

### **Board Meetings**

***Meeting times: Second Thursday of each month at, Mile High United Way, 711 Park Avenue West, Denver, CO 80205 from 2:00 - 4:00 PM***

### **MDHI Board of Director Committees**

**MDHI Board Executive Committee** – The MDHI Executive Committee consists of the president, vice president, secretary, treasurer and immediate past president. This committee meets monthly prior to the Board meeting to set the Board agenda and to oversee the CoC process.

***Meeting time: First Thursday of each month***

**MDHI Board Finance Committee** – The MDHI Finance committee reviews MDHI income and expenditures, develops, reviews and oversees financial systems and operations, and assists in identifying and securing operational funds.

***Meeting time: [First Thursday of each month](#)***

**Governance Committee** – The Governance Committee actively recruits new Board members, interviews prospective candidates, and recommends a slate of candidates to the Board for yearly elections and as vacancies arise. The Governance Committee also will also provide leadership and oversight of development and implementation of a CoC Governance Charter.

***Meeting time: Meetings are held fourth Monday of every month from 2:00 – 4:00***

### **Continuum of Care Committees**

MDHI Continuum of Care committees are groups that meet to create programs, craft documents and plans, make recommendations, and carry out activities. Committees and meeting times are listed below:

**Coordinating Committee and CoC Advisory Groups** – MDHI has identified the Coordinating Committee as the responsible entity for several 2014/2015 CoC goals. The Coordinating Committee provides leadership for several CoC Advisory Groups. CoC Advisory Groups include:

- Coordinated Assessment
- Housing
- Prevention
- Employment
- Mainstream Benefits (convening in 2015)

***Meeting time: Fourth Friday of each month from 9-11:30 am at MHUW***

**HMIS Policy Committee** – The purpose of this committee is to recommend policy and procedures for the Homeless Management Information System (HMIS) for the metro Denver region. The Homeless Management Information System

(HMIS) is a software application designed to record and store client-level information on the characteristics and service needs of homeless persons. Homeless assistance providers use HMIS to coordinate care, manage their operations, and better serve their clients.

**Meeting time:** *First Wednesday of each month, MHUW, 9:00-11:00AM*

**HMIS User Group** – The purpose of this committee is to convene HMIS users to review current policies and procedures, inform the continuum of system issues and areas for improvement, guide system enhancements, provide recommendations for HMIS Lead Agency, HMIS vendor, MDHI staff and Board as well as continuum of care stakeholders.

**Meeting time:** *Third Thursday from 2:00 – 4:00 in odd numbered months*

**HUD CoC NOFA Review Committee** – MDHI leads the process for the 7-county annual HUD CoC NOFA application. Each year MDHI brings in approximately \$16 million to the metro Denver area. As part of the application process, this committee plans large stakeholder meetings, establishes priorities, and sets criteria for final project rankings.

**Meeting time:** *Meetings dates vary-check meeting calendar @ [www.MDHI.org](http://www.MDHI.org)*

**Point-In-Time Committee** – the purpose of this committee is to plan and coordinate annual PIT count across the seven-county area. The committee informs annual survey questions, carries out the HUD PIT directives, organizes county coordinators and volunteers as well as working with MDHI staff and consultant to analyze and report findings.

**Meeting time:** *Meetings dates vary-check meeting calendar @ [www.MDHI.org](http://www.MDHI.org)*

**Data Committee** – The purpose of this committee is to develop a single data resource that allows all who are served to register once and to then be admitted to all services with a basic intake survey. Simple records will be available to track an individual's trajectory through the system and to report on agency utilizations. Our vision is to establish a concept of data-centric rather than systems-centric operations to meet the goals of the CoC. Committee objectives include: increase value of data, use data to drive decision making, and inform the community. Strategies include:

1. Determine stakeholder's data needs, including researchers, funders, policy makers, journalists and general awareness
2. Embody data-centric concepts in HMIS system design and use
3. Establish policies to define rights and accountabilities for information-related processes, executed according to agreed-upon models which describe who can take what actions with what information, when, under what circumstances, and using what methods.

**Meeting time:** *Third Wednesday each month from 9:00 – 11:00 a.m. at MHUW*