

**GOVERNANCE CHARTER  
OF  
THE GA-506 MARIETTA/COBB CONTINUUM OF CARE**

Organization

The name of the Continuum of Care shall be the GA-506 Marietta/Cobb Continuum of Care, hereinafter referred to as the CoC. The name of the Continuum of Care Board shall be the Marietta/Cobb Continuum of Care Board, hereinafter referred to as the Board.

Purpose

The CoC is the planning body for Cobb County that coordinates the community's policies, strategies and activities toward ending homelessness. Its work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, accessing resources, implementing strategic responses, educating the community on homeless issues, providing advice and input on the operations of homeless services, and measuring CoC performance. The Board establishes the local process for applying, reviewing and prioritizing project applications for funding in the annual HUD Homeless Assistance CoC Grants competition.

Further, the CoC's purposes include:

1. Ensuring that the CoC is meeting all of the responsibilities assigned to it by HUD regulations (see below);
2. Representing the relevant organizations and projects serving homeless subpopulations;
3. Supporting homeless persons in their movement from homelessness to economic stability and affordable permanent housing within a supportive community; and
4. Including all the needs of all of Cobb County's homeless population, including the special service and housing needs of homeless subpopulations; and
5. Facilitating responses to issues and concerns effecting the organizations funded by the CoC that are beyond those addressed in the annual CoC application process.

Responsibilities

As the CoC for the geographic area, the Board works with the membership to fulfill three major duties:

1. Operate the CoC, which must:
  - i. Hold meetings of the full membership, with published agendas, at least semiannually;

- ii. Make an invitation for new members to join publicly available within the geographic area at least annually;
- iii. Adopt and follow a written process to select Board members to act on behalf of the CoC. The process must be reviewed, updated, and approved by the larger CoC membership at least once every 5 years;
- iv. Appoint committees, subcommittees, or workgroups;
- v. In consultation with the Collaborative Applicant (The Center for Family Resources) and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with § 578.7 B as prescribed by HUD; and a code of conduct and recusal process for the Board, its chair(s), and any person acting on behalf of the board;
- vi. Consult with recipients and sub-recipients of CoC funding to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against under-performers;
- vii. Evaluate outcomes of projects funded under the Cobb County Emergency Solutions Grants program (hereinafter referred to as “ESG”) and the CoC program, and report to HUD;
- viii. 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.
- ix. In consultation with recipients of ESG funds within the geographic area, establish and consistently follow written standards for providing CoC assistance. At a minimum, these written standards must include:
  - 1) Policies and procedures for evaluating individuals’ and families’ eligibility for CoC assistance;
  - 2) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
  - 3) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance;
  - 4) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance;
  - 5) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and

- 6) When the CoC is designated a high-performing community, policies and procedures for determining and prioritizing which eligible individuals and families will receive Homelessness Prevention Assistance.

2. Designating and operating an Homeless Management Information System (HMIS):

- i. Designate a single HMIS for the geographic area  
The Pathways Compass Rose/MISI is the designated HMIS for the GA-506 Marietta/Cobb Continuum of Care.
- ii. Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead. Georgia Department of Community Affairs (under Georgia Housing and Finance Authority) is designated as the HMIS Lead with roles and responsibilities of the HMIS Lead and the Continuum of Care outlined in the GA HMIS Steering Committee By-laws.
- iii. Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.
- iv. Ensure consistent participation of recipients and sub-recipients of CoC and ESG funding in the HMIS;
- v. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

3. Continuum of Care planning:

The CoC must develop a plan that includes:

- i. Coordinating 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 encompasses the following:
  - 1) Outreach, engagement, and assessment;
  - 2) Shelter, housing, and supportive services;
  - 3) Prevention strategies.
- ii. Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:
  - 1) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
  - 2) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.

- 3) Other requirements established by HUD by Notice.
- iii. Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;
- iv. Providing information required to complete the Consolidated Plan(s) within the CoC's geographic area; Consulting with state and local government ESG program recipients (Cobb County) for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and sub-recipients.

#### Membership of the Board:

The Board includes:

1. Permanent seats include representatives appointed from each CoC funded agency, Cobb County CDBG, public housing authority, and the Collaborative Applicant (ex-officio). One entity cannot fill two voting board seats.
2. Up to **6** at large members from key stakeholder organizations in the CoC geographic area, **one of which must be a homeless or formerly homeless person.** (Examples: Law Enforcement, Education/ Homeless Liaison; veteran's representative.)

#### Board Member Terms:

At large Board Members may serve up to two three year terms, at which time they must rotate off the board at least one year.

#### Board Member Qualifications:

All members of the Board shall demonstrate a professional interest in, or personal commitment to addressing and alleviating the impacts of homelessness on the people of the community.

#### Board Member Responsibilities include:

1. Attend meetings and contribute to informed dialogue on actions the group undertakes;
2. Serve on a committee or work group of the Board;
3. Participate in the activities of the Board, including the Point-in-Time count, HMIS oversight, strategic planning, advocacy and public education efforts, project and system performance reviews, and the application processes for CoC Homeless Assistance Grants and other funding proposals; and

4. Seek input from and report back to the constituency they represent on key issues and strategies and otherwise keep abreast of needs and gaps in the CoC.

Leadership of the Board consists of:

Officers: The officers of the Board shall be two (2) Co-Chairs, and a Secretary. Officers shall not be compensated for their services as such officers.

- Co-Chairs: Co-chairs are responsible for scheduling meetings of the Board, ensuring that the Board meets regularly or as needed, and for setting the agenda for meetings.
- Secretary: The Secretary shall keep accurate records of the acts and proceedings of all meetings of the Board or designate another person to do so at each meeting, including documenting all actions taken without a meeting, as described above. Such records will include the names of those in attendance. The Secretary shall give all notices required by law and by these Regulations. The Secretary shall have general charge of Board records and shall keep or cause to be kept all such records at the Collaborative Applicant's office. The Secretary shall sign such instruments as may require the Secretary's signature, shall perform such other duties as the Board may designate, and shall chair Board meetings in the case of the absence of both co-chairs.

Election and Term: The officers shall be elected by the Board representatives annually, at the first regular meeting of a new calendar year beginning October 1. Each officer shall hold office for a term of one (1) year or until their successors have been elected and qualified. Officers may serve up to two (2) consecutive terms. No person may hold more than one (1) office.

Officer Vacancies: Vacancies among the officers may be filled by a vote of the majority of the Board membership at any meeting at which a quorum is present.

Vacancies: Vacancies on the CoC Board will be handled as follows:

- Funded Agencies will designate their replacement;
- Members at Large will be nominated by the Board

Frequency of Meetings – Bi-monthly

Quorum: A number equal to a majority of the representatives serving on the Board shall constitute a quorum for the transaction of business at any meeting.

Manner of Acting: The act of the majority of the representatives present at a meeting of the Board at which a quorum is present shall be the act of the Board.

Voting: All votes shall be by voice or ballot at the will of the majority of those in attendance at a meeting with a quorum represented. Each representative seat shall have one vote. No member may vote on any item which presents a real or perceived conflict-of-interest.

Proxies: Board member must give the name of the staff or Board person in writing to the secretary prior to the Board meeting.

Action Without a Meeting: Any action that may be taken at any meeting of the Board may be taken without a meeting if that action is approved, in writing (e.g. letter, email) by a majority of all Board members who would be entitled to vote if a meeting was held for such purpose.

Removal: The seat of any representative who is absent without cause for two (2) consecutive meetings of the Board of Directors may be declared vacant by the remaining members of the Board. Such seats will then be filled through the processes described above under vacancies.

Committees, Work Groups and Advisory Groups: The Board may establish committees, work groups, or advisory groups as it deems necessary to accomplish the work of the CoC.

A Governance Committee, a standing committee of the board, of no less than three board members shall be appointed by the CoC Chairs. This Committee shall be responsible for institutionalizing governance practices to ensure the present and future health of the CoC and its effective operation. Its duties include identifying prospective board members and officers.

Committees, work groups, or advisory groups will determine their respective meeting schedules and establish their purpose, goals and anticipated outcomes and overall timeline for addressing issues or challenges that it was chartered to address. Committees, work groups, and advisory groups will present their work product and gives updates at Board meetings.

Conflicts of Interest: A board member having a conflict of interest or a conflict of responsibility on any matter shall refrain from voting on such matter. Members of the Board will sign a Conflict of Interest policy annually.

Resignation: Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Co-Chairs. Any such resignations shall take effect at the time specified within the written notice or if the time be not specified therein upon its acceptance by the Board.

Roberts Rules of Order: Will be used to conduct meetings.

Full Membership:

The CoC full membership will meet semi-annually. The Board will announce the date, time, and location of these meetings utilizing one or more of the following: Collaborative Applicant's website, Cobb County website, Cobb Community Collaborative's list serve.

Relationship between Board and Full CoC Membership:

Board meetings will be open to the full membership and the public and the Board will post agendas and minutes of board meetings utilizing one or more of the following: Collaborative Applicant's website, Cobb County website, Cobb Community Collaborative's list serve.

Between Board meetings, Board leaders will keep the full membership involved by involving members in committees, workgroups, and advisory groups by sharing information (including meeting minutes, resources for homeless services providers, plans and implementation progress, data about homelessness in the region and funding availability).

Recruitment:

The CoC (*or its designee*) will publish and appropriately disseminate an open invitation at least annually for persons within the CoC area to join as new members. Recruitment efforts will be documented by the Collaborative Applicant.

Recruitment and Outreach:

The Board also will identify and address membership gaps in essential sectors, from key providers or other vital stakeholders. The Board will recruit members to ensure that it meets all membership requirements set forth in its governance charter, including representation of certain populations and certain organizations. Specifically, outreach will be conducted to obtain membership from the following groups as they exist within the CoC's geographic area and are available to participate in the CoC:

- Nonprofit homeless assistance providers
- Victim service providers
- Faith-based organizations

- Governments
- Businesses
- Advocates
- Public housing agencies
- School districts
- Social service providers
- Mental health agencies
- Hospitals
- Universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans
- Homeless and formerly homeless individuals
- Other relevant organizations within the CoC's geography (which may include mental health service providers and funders, substance abuse service providers and funders, foster care, local job councils, etc.).

Additional Membership Conditions:

The membership of the Continuum of Care is defined as those organizations or persons with a professional interest in, or personal commitment to, addressing and alleviating the impacts of homelessness on the people of the community. No organization may have more than two (2) voting members; individuals have one vote each.

Adopted March 18, 2014

Amended March 11, 2015 (Proxies Section)

Amended November 17, 2015 (Responsibilities/HMIS Section #2)