

OHIO BALANCE OF STATE CONTINUUM OF CARE

Governance Charter

BACKGROUND

Continuum of Care

A Continuum of Care (CoC) is a geographically based group of representatives that carries out the planning responsibilities required by the U.S. Department of Housing and Urban Development's (HUD) CoC Program. These representatives generally come from organizations that provide services to persons experiencing homelessness.

The Ohio Balance of State Continuum of Care

The Ohio Balance of State Continuum of Care (BOSCOC) represents the 80 largely suburban and rural counties in Ohio. Within these 80 counties there are approximately 340 homeless programs including emergency shelters, transitional housing, rapid re-housing programs, and permanent supportive housing. On any given day, these programs can serve over 5500 persons experiencing homelessness.

PURPOSE

The Ohio BOSCOC Strategic Plan Vision is to end homelessness in the Ohio BOSCOC in 20 years. This Governance Charter outlines how the the Ohio BOSCOC will be governed for purposes of assisting the CoC to achieve its vision.

OHIO BOSCOC MEMBERSHIP

Ohio BOSCOC Members

Ohio BOSCOC members are defined as those organizations and persons attending meetings of Ohio BOSCOC Homeless Planning Region committees/workgroups (Homeless Planning Region details are below), local CoC groups (i.e, county or city-level homeless/housing coalitions), or Ohio BOSCOC committees/workgroups and/or participating in local homeless planning efforts.

Ohio BOSCOC Homeless Planning Regions can determine who is identified as an Ohio BOSCOC member, and must update their membership lists annually. Each Ohio BOSCOC Homeless Planning Region can identify as many members of the Ohio BOSCOC as they see fit. However, each Homeless Planning Region is allotted a maximum number of Ohio BOSCOC voting members. Details about CoC voting members for Homeless Planning Regions are below.

Ohio Balance of State Continuum of Care: Homeless Planning Regions

The 80 counties in the Ohio BOSCOC are divided into 18 Homeless Planning Regions – see the map of the Homeless Planning Regions at the end of this document. Homeless program representatives in these Homeless Planning Regions plan and coordinate local and regional homeless systems and programs, and are responsible for working with Ohio Development Services Agency (ODSA) and Coalition on Homelessness and Housing in Ohio (COHHIO) to ensure all HUD homeless program requirements are met. The Homeless Planning Regions report to COHHIO and ODSA, not to HUD.

Ohio BOSCOG Voting Members Per Homeless Planning Region

Each Ohio BOSCOG Homeless Planning Region is allotted a maximum number of Ohio BOSCOG voting members. These voting members are the only ones who may cast a vote on a business matter presented to the full Ohio BOSCOG during one of the semi-annual full Ohio BOSCOG membership meetings. The total number of votes allotted per region is directly proportional to the number of homeless dedicated programs within the Region, as determined by the annual Housing Inventory Count. The Homeless Planning Region will determine how their allotted votes are divided amongst their members. The number of votes allotted to each Homeless Planning Region will be determined annually.

Ohio BOSCOG Full Membership Meetings

Meetings of the full Ohio BOSCOG membership are held twice annually. At least one will be an in-person meeting. The other may be held via webinar and/or conference call.

OHIO BOSCOG STRUCTURE AND ORGANIZATION

Role of Ohio Development Services Agency

The Ohio Development Services Agency, Office of Community Development (ODSA), has been designated by the Ohio BOSCOG Board to serve as the Collaborative Applicant, the Homeless Management Information System (HMIS) Lead, and the grantee for the CoC Planning grant. Additionally, ODSA staff serve as co-chair of the Ohio BOSCOG Steering Committee and have a standing seat on all other BOSCOG committees/workgroups.

ODSA is also the state agency responsible for administering federal Emergency Solutions Grant funds and state homeless program funds. In this role, ODSA works to align state and federal program requirements and to ensure coordinated community planning across funding streams.

Role of Coalition on Homelessness and Housing in Ohio

ODSA contracts with the Coalition on Homelessness and Housing in Ohio (COHHIO) to provide primary staff support for the Ohio BOSCOG and for the Ohio BOSCOG HMIS. In turn, COHHIO provides the CoC Director and Coordinator for the Ohio BOSCOG and approximately four HMIS staff.

Ohio BOSCOG Homeless Planning Regions

Roles and Responsibilities

The 18 Ohio BOSCOG Homeless Planning Regions are responsible for planning and coordinating local homeless systems and programs, including the implementation of a regional coordinated assessment system (see the Coordinated Assessment section of this document for greater detail). In addition, Homeless Planning Regions work with ODSA and COHHIO to ensure all HUD homeless program requirements and state-level homeless program requirements are met.

Membership

Each Homeless Planning Region can determine how to define their membership. At minimum though, it is expected that all homeless services organizations receiving state or federal funds will be identified as members and participate in some committee/workgroup as well as overall planning efforts.

Structure and Organization

Each Homeless Planning Region can determine how to organize itself in order to meet its responsibilities under the Ohio BOSCOG. However, each region is required to form, at minimum, the following groups:

- **Regional Executive Committee:** The Committee is responsible for overseeing all of the work of Homeless Planning Region. This Committee also elects one representative to serve on the Ohio BOSCO Board on behalf of the region.
- **Regional Planning Group:** This group is responsible for creating and monitoring implementation of the Regional Homeless Services Coordination Plan. This group is required to meet at least twice annually. Minimum membership requirements for the Regional Planning Group are as follows:
 - State-designated lead HCRP grantee must lead this group
 - Emergency shelters receiving and/or applying for HCRP funding must participate
 - Each county and local CoC (where they exist) must have one representative
 - Other homeless providers should participate as appropriate

Details about membership requirements for these groups can be found on ODSA's Homeless Crisis Response Programs (HCRP) page at http://www.development.ohio.gov/cs/cs_homelesscrp.htm, or on COHHIO's website at http://www.cohhio.org/information_resource/training_materials#BoS%20CoC.

OHIO BOSCO BOARD

Role and Responsibilities

The Ohio BOSCO Board (hereafter referred to as 'The Board' or 'Board') is the primary planning body for the Ohio BOSCO. Board 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) and/or the Ohio Development Services Agency (ODSA). Additionally, The Board oversees and approves the work of BOSCO committees and workgroups.

Membership

Membership of The Board must be representative of relevant organizations in the Ohio BOSCO and include at least one homeless or formerly homeless person. To that end, membership is as follows:

- One locally determined representative from each BOSCO Homeless Planning Region Executive Committee
- One 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 the BOSCO Board
- Public/Private representatives
 - Examples of public/private representatives may include: veterans services representative; homeless youth representative; Ohio Department of Mental Health & Addiction Services representative; domestic violence victim services representative
- ODSA representative
 - ODSA may appoint multiple staff to the BOSCO Board, but only one representative is permitted to vote
- COHHIO representative
 - COHHIO may appoint multiple staff to the BOSCO Board, but only one representative is permitted to vote
- Ohio BOSCO HMIS representative
 - COHHIO HMIS staff will provide the HMIS representative
- CoC Director/Coordinator

- The CoC Director/Coordinator is not permitted to vote

The BOSCO Board shall have members totaling no more than 30 persons.

Ohio BOSCO Board Staff Support

The CoC Director/Coordinator will provide primary staff support to The Board. The CoC Director/Coordinator or his/her designee will also provide staff support to all other BOSCO committees and workgroups.

Ohio BOSCO Board Chair

Chair Selection

Annually, The Board will select a Board Chair. During the first meeting of the calendar year nominations for Chair will be solicited from present Board members. The Chair will be determined by majority vote of those present.

Chair Responsibilities

The Board Chair will serve as the signatory for The Board and act on its behalf as needed. The CoC Director/Coordinator will continue to lead and staff The Board meetings.

Term of Office

Board members will serve staggered terms of two years so that every year half of the BOSCO Board members will stand for election – either election by The Board or election by their BOSCO Homeless Planning Region. There is no limit to the number of terms a Board member may serve. Terms begin January 1 and end December 31 of the following year.

Immediately after this governance charter goes into effect half of the current Board members will be asked to voluntarily put themselves up for election during the calendar year. Newly elected Board members will start their terms in January 2015. The remaining Board members will stand for election the following year, and those newly elected Board members will start their terms in January 2016.

Nominations and Member Selection

Ohio BOSCO Homeless Planning Region Representatives

Each year, half of the Ohio BOSCO Homeless Planning Regions will select a representative to The Board. Each region can determine its own process for selection of this representative.

Non-Homeless Planning Region Representatives

Each year, the BOSCO Steering Committee will solicit recommendations for new Board members for half of the seats filled by members not representing a Homeless Planning Region. Based on the response to the solicitation, the BOSCO Steering Committee will develop for Board approval a slate of candidates for election to The Board giving preference to those candidates who help satisfy the membership requirements and goals laid out in the *Membership* section above.

ODSA, COHHIO, and Ohio BOSCO HMIS Representatives

Ohio BOSCO Board members from ODSA, COHHIO, and Ohio BOSCO HMIS will not be subject to terms of the nomination process.

Resignation and Removal

Board members may resign at any time by giving written or oral notice. Board members can be removed from the Board by a majority vote of the remaining Board members for repeated absence, misconduct, or violation of the conflict of interest policy.

Vacancies

When a Board member resigns or is removed from his/her seat The Board may appoint another representative to fill the unexpired term. If the vacant seat was held by an Ohio BOSCO Homeless Planning Region representative, members of that region must select another representative to fill the unexpired term. That representative must be selected within three months of the previous members resignation/removal. If the region fails to select a representative within that timeframe, The Board will select a representative to serve on the region's behalf.

Meetings

Board meetings will be held at minimum on a quarterly basis. Additional meetings to approve the annual CoC consolidated application or conduct other time sensitive business may be held as needed.

Quorum

A number equal to a majority of those serving on the Ohio BOSCO Board shall constitute a quorum for the purposes of conducting business at any meeting.

Voting

All items presented to The Board for a vote will be decided by a simple majority vote. No member may vote on any item that presents a real or perceived conflict of interest.

Action Without a Meeting

Any action that may be taken at a meeting may also be taken without a meeting, such as via email. Preferably, any action to be taken outside of a meeting will have been discussed at a Board meeting and deferral of action approved by The Board. Board members may take votes by email, provided that at least 48 hours, over the course of two business days, are given for members to cast their votes.

Where action is taken without a meeting, any vote counts and the results of the action shall be reflected in the written minutes of the next regular meeting.

Proxies

Board members may have proxies participate in Board meetings in their place. Proxies are permitted to vote on business items unless there is a real or perceived conflict of interest.

Conflicts of Interest

All Board members will annually complete and sign a *Conflict of Interest Form* 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 Board.

Additionally, before any item is put to a vote at a Board meeting 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.

Review of Ohio BOSCO Board Requirements and Processes

All requirements related to operation of The Board laid out in this section are subject to review, update, and approval at least every five years. Ohio BOSCO members will vote on approving reviewed/updated BOSCO Board requirements and processes at the in-person full membership meeting.

Designation of the Ohio BOSCOB Collaborative Applicant and CoC Staff Lead

Collaborative Applicant Designation

Annually, The Board will elect an entity to serve as the Collaborative Applicant (CA) for the Ohio BOSCOB. 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 Board meeting immediately following the submission of the most recent CoC Application, thus allowing a full year for the CA to lead planning efforts and 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 Board meeting occurs in January, then the CA for the next CoC Program Competition should be elected at that January meeting.

If at any point in time the currently elected CA significantly fails in its duties, The Board has the authority to hold an emergency meeting, as agreed to by a majority of current Board members, and elect a new CA.

As of the adoption of this Governance Charter, ODSA currently serves as the Ohio BOSCOB's Collaborative Applicant.

CoC Staff Lead Designation

As of the adoption of this Governance Charter, COHHIO serves as the CoC Staff Lead for the Ohio BOSCOB. ODSA contracts with COHHIO to provide a CoC Director and Coordinator for the Ohio BOSCOB and to manage all aspects of the CoC, including work for the annual CoC Program Competition, and ensuring all federal CoC Program requirements are met. If at any point in time the CoC Staff Lead significantly fails in its duties, The Board, in conjunction with the CA, may consider options for terminating or revising the contract with the CoC Staff Lead.

OHIO BOSCOB COMMITTEES AND WORKGROUPS

The Ohio BOSCOB has four standing committees/workgroups, as outlined below. Unless explicitly given permission in advance by the BOSCOB Board, no standing or ad-hoc committee or workgroup can take action on behalf of the BOSCOB Board without approval by the BOSCOB Board.

The CoC Director/Coordinator (or their designee) provides staff support to all committees and workgroups identified here.

Ohio BOSCOB Steering Committee

- Role and Responsibilities: The Ohio BOSCOB Steering Committee (also referred to as the Steering Committee) is responsible for managing the day to day work of the Ohio BOSCOB. Steering Committee work that involves funding recommendations, the annual CoC consolidated application, or the development of new policies or products requires final approval by the BOSCOB Board.
- Membership: Membership of the BOSCOB Steering Committee is as follows:
 - ODSA representatives
 - One to two representatives
 - Ohio MHAS representative
 - COHHIO representatives
 - Two to three representatives
 - Includes one COHHIO HMIS staff person
 - Board Chair

- Decision Making: Whenever possible, decisions will be made by arriving at a consensus. If a vote is necessary a decision will be made based on the majority vote of the members present.

Ohio BOSCOG HMIS Core Group

- Role and Responsibilities: The Ohio BOSCOG HMIS Core Group coordinates statewide HMIS training, technical assistance, and data collection for all Ohio BOSCOG HMIS-participating providers
- Membership: Membership of the BOSCOG HMIS Core Group is as follows:
 - All COHHIO HMIS staff
 - ODSA representatives
 - Three to four representatives, as needed

Ohio BOSCOG Performance and Outcomes Committee

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

Ohio BOSCOG Project Evaluation Workgroup

- Role and Responsibilities: The Ohio BOSCOG Project Evaluation Workgroup develops the annual project evaluation process that is used to evaluate, score, and rank renewal CoC projects and facilitate funding recommendations for projects included in the annual CoC consolidated application.

Other Workgroups

The Ohio BOSCOG Board forms short-term workgroups on an as-needed basis to accomplish certain tasks. Work group membership will vary depending on the particular needs of the group.

Term of Office

Ohio BOSCOG standing committee/workgroup members will serve two-year terms. Members of ad-hoc workgroups will serve until the assigned task is completed.

Nominations and Member Selection

Except for the Ohio BOSCOG Steering Committee, BOSCOG standing committee/workgroup members will be solicited from the full BOSCOG membership every two years. The Ohio BOSCOG Steering Committee will administer this process and, upon receipt of committee/workgroup membership applications, will develop for Board approval a slate of candidates for election to the standing committees/workgroups.

Ad-hoc workgroup membership will be solicited as needed depending on the task assigned to the workgroup.

Resignation and Vacancies

Ohio BOSCOG committee/workgroup members may resign at any time by giving written or oral notice. The resigning committee/workgroup member may suggest another representative to fill their unexpired term.

Meetings

Some standing committee/workgroup meetings are held on a monthly basis, some on a quarterly basis. Every effort will be made to develop and distribute a year-long meeting schedule for all committees/workgroups at the beginning of the calendar year. Additionally,

wherever possible, committee/workgroup meetings will be held on a regularly occurring basis (e.g., the last Tuesday of every month) to ease planning for members.

Ad-hoc workgroup meeting schedules will be determined by the workgroup as needed.

OHIO BOSCOG PERFORMANCE MANAGEMENT

The Ohio BOSCOG Performance and Outcomes Committee, with assistance from the CoC Director/Coordinator, will take primary responsibility for fulfilling HUD's CoC Program requirements related to monitoring and evaluating program performance. In this role, the BOSCOG Performance and Outcomes Committee will:

- Establish performance targets for, at minimum, CoC and ESG funded projects
- Monitor grantee performance
- Evaluate project outcomes
- Take action against poor performers

Please see the Ohio BOSCOG Performance Management Plan for details about the Ohio BOSCOG process for meeting the requirements noted above.

OHIO BOSCOG COORDINATED ASSESSMENT SYSTEM

The Ohio BOSCOG will operate coordinated assessment systems within each of the 18 Ohio BOSCOG Homeless Planning Regions. Details about how these systems are being implemented can be found at https://development.ohio.gov/cs/cs_homelesscrp.htm.

OHIO BOSCOG STANDARDS FOR PROVISION OF HOMELESS ASSISTANCE

The Ohio BOSCOG will establish and follow written standards for providing homeless program assistance. These standards will address the following:

- Evaluation of eligibility for transitional housing, rapid re-housing, and permanent supportive housing assistance
- Policies for prioritizing eligible households for the receipt of assistance

OHIO BOSCOG HMIS

HMIS Designation

As of the adoption of this Governance Charter, The Board has designated ServicePoint as the single Homeless Management Information System (HMIS) database for the Ohio BOSCOG. Bowman Systems serves as the vendor for ServicePoint.

If at any point in time the designated HMIS and/or HMIS vendor significantly fail in their duties, The Board, in conjunction with the CA, HMIS Lead, and CoC Staff Lead, may consider options for designating a different HMIS.

HMIS Lead Designation

As of the adoption of this Governance Charter, ODSA has been designated by The Board to serve as the HMIS Lead for the Ohio BOSCOG. In this role, ODSA serves as the CoC Program

HMIS project grantee and is responsible for managing all aspects of the Ohio BOSCOG HMIS and ensuring it meets all federal requirements.

ODSA has contracted with COHHIO to provide primary staff support to the Ohio BOSCOG HMIS.

If at any point in time the designated HMIS Lead significantly fails in its duties, The Board may consider options for designating a different HMIS Lead.

Please see the HMIS Governance Charter for details about the governance of the Ohio BOSCOG HMIS.

OHIO BOSCOG ANNUAL COC PROGRAM APPLICATION

Collaborative Applicant

As the designated Collaborative Applicant (CA) for the Ohio BOSCOG, ODSA is responsible for ensuring the timely and accurate submission to HUD of the annual consolidated CoC Program Application. ODSA contracts with COHHIO to provide primary CoC staff support for all tasks associated with completion of the annual CoC Program Application.

Components of the Annual CoC Program Application Process

The Ohio BOSCOG will include the following minimum components in its annual CoC Program Competition process:

- Design, operate, and follow a collaborative process for the development of applications and approval of the submission of applications in response to a Notice of Funding Availability (NOFA) published by HUD
- Establish priorities for funding projects
- Designate a Collaborative Applicant (see previous sections for details about how and when the CA is designated)

Updated CoC Program Competition documents can be found at www.cohhio.org.

OHIO BOSCOG ANNUAL HIC & PIT COUNT

Collaborative Applicant

As the designated Collaborative Applicant (CA) for the Ohio BOSCOG, ODSA is responsible for ensuring the timely and accurate submission to HUD of annual Housing Inventory Count (HIC) and Point-in-Time (PIT) Count data. ODSA contracts with COHHIO to provide staff support for all planning, data quality review, and data compilation associated with the submission of annual HIC and PIT Count data.

Homeless Planning Regions



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