

# **Governance Charter**

## **Ohio Balance of State Continuum of Care**

*Adopted 2014  
Reviewed and Approved, January 25, 2015  
Updated, July 1, 2017*



**OHIO**

Balance of State  
Continuum of Care

## **BACKGROUND**

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### **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 400 homeless programs including emergency shelters, transitional housing, rapid re-housing programs, and permanent supportive housing. On any given day, these programs can serve over 7700 persons experiencing homelessness.

## **PURPOSE**

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

## **OHIO BoSCoC MEMBERSHIP**

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### **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 17 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 the 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 BoSCoC Voting Members Per Homeless Planning Region*

Each Ohio BoSCoC Homeless Planning Region is allotted a maximum of three Ohio BoSCoC voting members. These voting members are the only ones who may cast a vote on a business matter presented to the full Ohio BoSCoC during one of the semi-annual full Ohio BoSCoC membership meetings. The Homeless Planning Region will determine the three voting members and will submit those names to the CoC annually in conjunction with the BoSCoC Board membership process. If a region's voting member list changes at any time, the region shall submit an updated list to CoC staff immediately. Only those members whose names appear on the Region's voting member list will be allowed to cast votes at a membership meeting; last-minute substitution of voters will not be allowed.

### **Ohio BoSCoC Full Membership Meetings**

Meetings of the full Ohio BoSCoC membership are held twice annually. The meetings may be in-person or held via webinar and/or conference call.

## **OHIO BoSCoC STRUCTURE AND ORGANIZATION**

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### **Role of Ohio Development Services Agency**

The Ohio Development Services Agency, Office of Community Development (ODSA), has been designated by the Ohio BoSCoC Board to serve as the Collaborative Applicant and the grantee for the CoC Planning grant. Additionally, ODSA staff serve as co-chair of the Ohio BoSCoC Steering Committee and have a standing seat on all other BoSCoC 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 BoSCoC. In turn, COHHIO provides the CoC Director and Coordinator for the Ohio BoSCoC.

Additionally, COHHIO has been designated by the Ohio BoSCoC Board to serve as the Homeless Management Information System (HMIS) Lead. In that role, COHHIO applies directly for the CoC HMIS grant and supplies approximately three staff to the management of the Ohio BoSCoC HMIS.

### **Ohio BoSCoC Homeless Planning Regions**

#### *Roles and Responsibilities*

The 17 Ohio BoSCoC Homeless Planning Regions are responsible for planning and coordinating local homeless systems and programs, including the implementation of a regional coordinated entry system (see the Coordinated Entry 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 BoSCoC. However, each region is required to form, at minimum, the following group:

- Regional Executive Committee: The Committee is responsible for overseeing all of the work of the Homeless Planning Region. This Committee also elects one representative to serve on the Ohio BoSCoC Board on behalf of the region.

## **OHIO BoSCoC BOARD**

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### **Role and Responsibilities**

The Ohio BoSCoC Board (hereafter referred to as 'The Board' or 'Board') is the primary planning body for the Ohio BoSCoC. Board members determine the policy direction of the CoC and ensure that the CoC fulfills its responsibilities as required by the U.S. Department of Housing and Urban Development (HUD) and other state entities as relevant. Additionally, The Board oversees and approves the work of BoSCoC committees and workgroups.

### **Membership**

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

- One locally determined representative from each BoSCoC Homeless Planning Region Executive Committee- each representative is permitted to vote.
- One homeless or formerly homeless person- this person is permitted to vote.

- 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 BoSCoC Board.
- At-Large representatives
  - Examples of at-large representatives may include: veterans services representative, homeless youth representative, Ohio Department of Mental Health & Addiction Services representative, and domestic violence victim services representative- each representative is permitted to vote.
- ODSA representative
  - ODSA may appoint multiple staff to the BoSCoC Board, but only one representative is permitted to vote.
- COHHIO representative
  - COHHIO will appoint multiple representatives, including at least one CoC staff member and at least one HMIS staff member, but only one representative is permitted to vote. The CoC Director, who provides primary staff support to the BoSCoC, will not be permitted to vote.

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

### **Ohio BoSCoC Board Staff Support**

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

### **Ohio BoSCoC 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 BoSCoC Board members will stand for election – either election by The Board or election by their BoSCoC 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.

### **Nominations and Member Selection**

#### *Ohio BoSCoC Homeless Planning Region Representatives*

Each year, half of the Ohio BoSCoC 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 BoSCoC 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 BoSCoC 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 BoSCoC HMIS Representatives*

Ohio BoSCoC Board members from ODSA, COHHIO, and Ohio BoSCoC 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 BoSCoC 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 BoSCoC 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 BoSCoC 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 BoSCoC members will vote on approving reviewed/updated BoSCoC Board requirements and processes at the in-person full membership meeting.

## **Designation of the Ohio BoSCoC Collaborative Applicant, CoC Staff Lead, and HMIS Lead**

### *Collaborative Applicant Designation*

The Board will elect an entity to serve as the Collaborative Applicant (CA) for the Ohio BoSCoC. The CA is responsible for submitting to HUD the annual CoC Competition consolidated application and project priority listing.

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 BoSCoC'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 BoSCoC. ODSA, in its role as Collaborative Applicant, contracts with COHHIO to provide CoC staff for the BoSCoC 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.

### *HMIS Lead Designation*

The Board will elect an entity to serve as the HMIS Lead for the Ohio BoSCoC. The HMIS Lead is responsible for submitting to HUD the annual CoC HMIS application and for the administration of the BoSCoC's HMIS, which includes training, technical assistance, and data collection for all Ohio BoSCoC HMIS-participating providers.

If at any point in time the currently elected HMIS Lead 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 HMIS Lead.

As of the adoption of this Governance Charter, COHHIO currently serves as the Ohio BoSCoC's HMIS Lead.

## **OHIO BoSCoC COMMITTEES AND WORKGROUPS**

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

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

### **Ohio BoSCoC Steering Committee**

- Role and Responsibilities: The Ohio BoSCoC Steering Committee (also referred to as the 'Steering Committee') is responsible for managing the day-to-day work of the Ohio BoSCoC. 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 BoSCoC Board.
- Membership: Membership of the BoSCoC 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 BoSCoC HMIS Management Committee**

- Role and Responsibilities: The Ohio BoSCoC HMIS Management Committee is responsible for ensuring the ongoing operation and monitoring of the BoSCoC HMIS. Management Committee work includes addressing issues concerning adherence to HMIS policies and procedures, compliance with data quality standards, and breaches of security; and responding to requests for access to BoSCoC HMIS data by outside organizations and researchers.
- Membership: Membership of the Ohio BoSCoC HMIS Management Committee is as follows:

- All COHHIO HMIS staff
- All COHHIO CoC staff

#### **Ohio BoSCoC Performance and Outcomes Committee**

- Role and Responsibilities: The Ohio BoSCoC 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 BoSCoC homeless programs and the BoSCoC homeless system.

#### **Ohio BoSCoC Project Evaluation Workgroup**

- Role and Responsibilities: The Ohio BoSCoC 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.

#### **Ohio BoSCoC Coordinated Entry Collaborative**

- Role and Responsibilities: The Ohio BoSCoC HMIS Coordinated Entry Collaborative is responsible for the monitoring and evaluation of the BoSCoC Coordinated Entry system as administered at both the CoC and regional level. The Collaborative will address issues with adherence to the Ohio BoSCoC Coordinated Entry Systems Standards, discuss revisions and updates to the standards, and provide guidance on regional Coordinated Entry planning.
- The Ohio BoSCoC Coordinated Entry Systems Standards can be found at <http://cohhio.org/member-services-2/boscoc/coordinated-entry/>.

#### **Ohio BoSCoC Chronic Homelessness Workgroup**

- Role and Responsibilities: The Ohio BoSCoC Chronic Homelessness Workgroup is responsible for the implementation, evaluation, and monitoring of the Ohio BoSCoC coordinated systems response to end chronic homelessness in the Ohio BoSCoC.

#### **Ohio BoSCoC Veterans Homelessness Workgroup**

- Role and Responsibilities: The Ohio BoSCoC Veterans Homelessness Workgroup is responsible for the implementation, evaluation, and monitoring of the Ohio BoSCoC coordinated systems response to end veteran homelessness in the Ohio BoSCoC.
- The Ending Veteran Homelessness: Policies and Procedures for a Comprehensive System Response document can be found at <http://cohhio.org/member-services-2/boscoc/veteran-homelessness/>.

#### **Youth Action Board**

- Role and Responsibilities: The Youth Action Board (YAB) was created for, and currently serves as, a planning and decision-making component of the Ohio BoSCoC Region 17 Youth Homelessness Demonstration Project (YHDP). At a future time, the CoC will look to expand the YAB's focus to include serving as an advisory group on all matters relating to ending youth homelessness across the entire BoSCoC.
- Membership: Membership of the Youth Action Board is open to youth ages 14 to 24 who have lived experience of homelessness or an interest in ending youth homelessness.
- Additional information on the YAB's role in the YHDP project and on membership requirements can be found in the YHDP Governance Structure document.

#### **Ad Hoc Workgroups**

The Ohio BoSCoC 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. Unless explicitly given permission in advance by the BoSCoC Board, no ad-hoc committee or workgroup can take action on behalf of the BoSCoC Board without approval by the BoSCoC Board.

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

### **Term of Office**

Except for the Ohio BoSCoC Steering Committee, the HMIS Management Committee, and the Youth Action Board, Ohio BoSCoC 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 BoSCoC Steering Committee, the HMIS Management Committee, and the Youth Action Board, BoSCoC standing committee/workgroup members will be solicited from the CoC every two years. The Ohio BoSCoC 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 BoSCoC 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 BoSCoC PERFORMANCE MANAGEMENT**

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The Ohio BoSCoC 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 BoSCoC 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

For details about the Ohio BoSCoC process for meeting the requirements noted above, please see the Ohio BoSCoC Performance Management Plan at <http://cohio.org/member-services-2/boscoc/performance-and-monitoring/>.

## **OHIO BoSCoC COORDINATED ENTRY SYSTEM**

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The Ohio BoSCoC will operate coordinated entry systems within each of the 17 Ohio BoSCoC Homeless Planning Regions and will maintain a standing committee to ensure that regional systems are operating in accordance with the Ohio BoSCoC system standards. Details about how these systems are being implemented can be found at <http://cohio.org/member-services-2/boscoc/coordinated-entry/>.

## **OHIO BoSCoC STANDARDS FOR PROVISION OF HOMELESS ASSISTANCE**

The Ohio BoSCoC 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

Details about these standards can be found at <http://cohhio.org/member-services-2/boscoc/>.

## **OHIO BoSCoC 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 BoSCoC. Mediuware Information 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, COHHIO has been designated by The Board to serve as the HMIS Lead for the Ohio BoSCoC. In this role, COHHIO serves as the CoC Program HMIS project grantee and is responsible for managing all aspects of the Ohio BoSCoC HMIS and ensuring it meets all federal requirements.

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

## **OHIO BoSCoC ANNUAL COC PROGRAM APPLICATION**

### **Collaborative Applicant**

As the designated Collaborative Applicant (CA) for the Ohio BoSCoC, 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 BoSCoC 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).

CoC Program Competition documents can be found at <http://cohhio.org/member-services-2/boscoc/boscoc-competition/>.

## **OHIO BoSCoC ANNUAL HIC & PIT COUNT**

### **Collaborative Applicant**

As the designated Collaborative Applicant (CA) for the Ohio BoSCoC, 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.

Program documents and HIC/PIT data can be found at <http://cohhio.org/member-services-2/boscoc/point-in-time-count/>.