



# Butte Countywide Homeless Continuum of Care

**Monday, October 19, 2020, 1:00 p.m. – 3:00 p.m.**

## **Council Member Meeting**

**Zoom Virtual Meeting Hosted by Butte County Employment & Social Services**

**Link:** <https://us02web.zoom.us/j/84979323109?pwd=YnAvVGRLRmV3QmFLeXoydWd2ekJNUT09>

**Join by Phone:** (669) 900-9128

**Zoom Meeting ID:** 849 7932 3109 **Passcode:** 521484

### **COC COUNCIL MEMBERS:**

Alex Brown	Eric Smith	Marin Hambley	Scott Huber
Anastacia Snyder	Joy Amaro	Megan Meloy	Tami Ritter
Don Taylor	Larry Hayden	Melissa Frohrip	Thomas Tenorio
Ed Mayer	Lisa Currier	Mike Zucolillo	
Emily Bateman	Marie Demers	Sarah Frohock	

**CoC Coordinator:** Briana Harvey-Butterfield

**Recording:** Staci Parisi

### **AGENDA**

1. Convene Meeting and Establish Quorum *-A. Snyder*
  - A) Virtual Meeting Format. Recording Meeting.
2. Approval of Minutes – ***ACTION*** *-A. Snyder*
  - A) CoC Council Member Meeting of September 21, 2020
3. Redistribution of HEAP funding – ***ACTION*** *-D. Taylor*
4. Governance Charter Update - ***ACTION*** *-B.H. Butterfield*
5. CoC Council Member Nominations - ***INFORMATION*** *-A. Snyder*
6. County Update – ***INFORMATION*** *-D. Taylor & B.H. Butterfield*
7. Committee Reports – ***INFORMATION*** *All Committees*
8. Announcements *All*
9. Next Meeting – Monday, November 16, 2020  
Butte County Department of Employment & Social Services to host Virtual Meeting
10. ***ADJOURN***



## Butte Countywide Homeless Continuum of Care

Continuum of Care Meeting  
Zoom Virtual Meeting  
October 19, 2020 1:00 p.m. – 3:00 p.m.

# CoC Agenda Item #2:

## Approval of Minutes:

A) CoC Council Meeting of  
September 21<sup>st</sup>, 2020



## Butte Countywide Homeless Continuum of Care

### **BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE COUNCIL MEMBER MEETING MINUTES**

**Monday, September 21, 2020**

**1:00 P.M. to 3:00 P.M.**

**Zoom Virtual Meeting Hosted by Butte County Employment & Social Services**

#### **COUNCIL MEMBERS PRESENT:**

Alex Brown, Greater Chico Homeless Taskforce  
Anastacia Snyder, Catalyst Domestic Violence Services  
Don Taylor, Butte County DESS Housing & Homeless  
Emily Bateman, Youth for Change/6th Street  
Eric Smith, City of Oroville  
Joy Amaro, True North Housing Alliance  
Lisa Currier, Homeless/Former Homeless Representative  
Marie Demers, City of Chico  
Marin Hambley, Stonewall Alliance  
Melissa Frohrip, Nation's Finest (formerly VRC)  
Sarah Frohock, Butte County Dept. of Behavioral Health  
Tami Ritter, Butte County Board of Supervisors  
Larry Hayden, Oroville Hope Center  
Thomas Tenorio, Community Action Agency

#### **COUNCIL MEMBERS ABSENT:**

Ed Mayer, Housing Authority of the County of Butte  
Meagan Meloy, Butte County Office of Education  
Mike Zucolillo, Town of Paradise  
Scott Huber, City of Chico

#### **CoC COORDINATOR:**

Briana Harvey-Butterfield, DESS, Housing & Homeless

#### **RECORDING:**

Staci Parisi, Butte County DESS Housing and Homeless

#### **OTHER ATTENDEES:**

Ann Winters, Catalyst Domestic Violence Services  
Brad Brunner, Caminar  
Crystal Mourad, North Valley Housing Trust  
Dawn Blackhorse, Butte College  
Deanna Schwab, Safe Space  
Debbie Villasenor, Housing Consultant  
Debra Lucero, Butte County Supervisor District 2  
Elisa Rawlinson, Butte County DESS H&H  
Jay Coughlin, Butte County DESS H&H  
Laura Cootsona, Jesus Center  
Rachel DeLeon, Butte County DESS  
Scott Kennelly, Butte County Dept. of Behavioral Health  
Kristi Lin, Legal Services of Northern California  
Josh Jamison, Oroville Hope Center  
John Fleming, Ampla  
Leslie Johnson, CHAT  
Keesha Hills, OSCIA  
Robert Trausch, CHAT  
Amber Benedict, CHAT  
Annie Terry, Oroville Rescue Mission  
Stephanie Hayden, Oroville Hope Center  
Debra Lucero, Butte County Board of Supervisors  
Lorilyn Manwarren, Ampla  
Amber Abney Bass, Jesus Center  
Suzi Kochems, City of Chico  
Ana Vicuna, Butte County Dept. of Behavioral Health  
Melissa Frohrip, Nation's Finest  
Sherisse Allen, Housing Tools  
Pahua Thao, Butte County DESS H&H  
Caitlin Davis-Rivers, CHAT  
Gene Azparren, Butte County Dept. of Public Health  
Kevin Thompson, OSCIA  
Shelly Watson, Jesus Center  
Armando Hernandez, VECTORS  
Lydia Jimenez, Cal OES

**ORDER OF BUSINESS:**

- 1. CONVENE MEETING:** The meeting was called to order by Second Chair D. Taylor at 1:05 p.m. This meeting is being recorded.
- 2. INTRODUCTIONS:** Roll call for Council Members was completed by D. Taylor. It was determined there is enough Council Members for a Quorum. No field introductions were done. If you would like your name listed as an attendee please type your name and agency in the chat box.
- 3. APPROVAL OF MINUTES:** A motion was made to approve the August 17, 2020 Council meeting minutes.

Motion: Lisa Currier  
Second: Eric Smith  
Opposed: None  
Abstain: None

- 4. CITY OF CHICO HOMELESS OPPORTUNITIES PLAN:** Suzi Kochems presented the City of Chico Homeless Opportunities Plan that will be presented to the Chico City Council on Tuesday September 22, 2020. (see ATTACHMENT A).

Q: Ann Winters: Does this plan negate or include CHAT's interest in the BMX space?

A. Suzi Kochems: A feasibility study needs to be done on the property so we can see what we can use it for.

Q: Ann Winters: Who were the key stakeholders you spoke to?

A: Suzi Kochems: Leslie Johnson from CHAT, Joy Amaro from TNHA, Laura Cootsona from Jesus Center, Don Taylor from DESS Housing and Homeless, Deanna Schwab from Safe Space.

Supervisor Lucero asked if Suzi is looking for an approval or recommendation of this plan. Suzi states she would like to report to the Chico City Council that the CoC verbally supports this plan. L. Currier commented that she would like to see other agencies involved in this plan rather than just True North with the shelter, other projects such as a safe campground or tiny house village. L. Currier states that not all homeless individuals want to go into a shelter. Suzi responded that there will be a two week open comment period. L. Currier states that there is no housing case management in this plan. L. Cootsona stated in the chat box that Jesus Center will share their environmental study on the BMX property. Suzi stated that when speaking with stakeholders in August everyone she spoke with was in favor of safe camping. Suzi states that the plan is a progressive program engagement to move individuals from the streets, to tents, to emergency shelter, to permanent housing. Ann Winters noted in the chat box that domestic violence services were not discussed in the plan despite knowing that 75% of homeless women are homeless due to domestic violence, and that is concerning.

Don Taylor states this is an information only discussion and individual entities can provide their support, but the CoC cannot officially endorse the plan today. The Council can revisit this with a request at the October meeting if it desires to do something formally.

**5. DISCUSSION REGARDING CoC SUBCOMMITTEES - LGBT\*Q+ People and People of Color: M.**

Hambley asked the CoC to consider adding a subcommittee to support the creation of more services for LGBTQ and People of Color (POC) homeless individuals. M. Hambley stated that LGBTQ and POC experience homelessness at a disproportionate rate (8% of California population is POC, but 40% of homeless population is POC, similar for LGBTQ) and there is a gap in services and support for this population. M. Hambley states it would be useful to have subcommittee for this population. Stonewall has a 5 point plan it is implementing:

1. Coordinated Entry system – priority points for LGBTQ and POC
2. LGBTQ/POC Countywide work group
3. Develop specialized training for shelter and housing providers to support POC and LGBTQ
4. Specific LGBTQ and POC shelters and houses.
5. Direct funds for LGBTQ and POC leadership

POC and LGBTQ homeless are at a disadvantage due to a higher rate of violence and trauma and less resources. M. Hambley is asking to start a subcommittee to research the ideas listed in the 5 point plan above.

Current CoC Committees:

- o Executive
- o HMIS/CES
- o Households with Children
- o Veterans
- o Chronic Homelessness
- o Runaway Homeless Youth

D. Taylor stated that we will get an action item on the October meeting agenda for the creation of a LGBTQ and POC subcommittee. D. Taylor states that the Housing and Homeless team will research information about additional priority points in Coordinated Entry.

**6. COUNTY UPDATES:**

- A) Project Room Key – B.H. Butterfield reported there are currently 133 FEMA qualified individuals, 103 in north county and 30 in south county. We are utilizing 115 hotel rooms, and 66 people have left hotels for permanent housing.
- B) CRT (COVID Rehousing Team) Update – B.H. Butterfield gave an update on the CRT. The CRT meets weekly. The purpose of the CRT is to focus Rapid Rehousing efforts on Project Roomkey participants so they do not return to homelessness when Project Roomkey ends. The Team is split into planning, housing location, housing navigation, assessment, move in, and lived experience subcommittees. There is a process in place for requesting rental assistance and other funds to help with securing and maintaining permanent housing for Project Roomkey participants. The CRT is currently using CESH 1 funds to assist with rental assistance and other expenses associated with securing housing.
- C) Local Assistance Center (LAC) – D. Taylor reported that a LAC for Bear Fire victims for FEMA assistance will be opening in Oroville at 1875 Feather River Blvd. The LAC will open September 22 and hours are Monday through Friday, 10 a.m. – 6 p.m. and Saturdays 10 a.m. – 4 p.m..

**7. COMMITTEE REPORTS:**

**Governance Committee:** B.H. Butterfield reported that the Governance committee have been busy making updates to the CoC Governance charter and will bring suggestions to October CoC Meeting.

**Chronic Homeless Committee:** No report

**HMIS/CE Committee:** S. Parisi reported S. Frohock facilitated last meeting. No report available at this time.

**Runaway Homeless Youth:** E. Bateman reported that the group met last Wednesday to discuss the PIT and how to make sure homeless youth are counted, and are meeting this Wednesday to discuss November homeless runaway youth month.

**Veterans Committee:** Melissa Frohrip with Nation’s Finest reported the group met in August and several veteran agencies participated and decided to meet every 6 weeks. Next meeting they will discuss veteran homelessness numbers and possibly working on a mission statement.

**Greater Chico Homeless Chico Task Force:** No Report

**PIT Committee:** Committee has met twice, they are coordinating with Housing Tools on survey question suggestions. PIT Committee will make recommendations for survey questions to CoC Council in October.

**8. ANNOUNCEMENTS:**

D. Taylor reported that the HUD CoC NOFA should be coming out at any time.

S. Hayden reported Oroville Hope Center has fire resources. Hours are Tuesday – Friday from 10 a.m. – 3 p.m. Please call Oroville Hope Center or email [stephanie@orovillehopecenter.org](mailto:stephanie@orovillehopecenter.org).

**9. NEXT MEETING:**

Monday November 16, 2020, Butte County Department of Employment and Social Services to host Zoom Virtual Meeting.

**10. Adjourned: 2:27 p.m.**

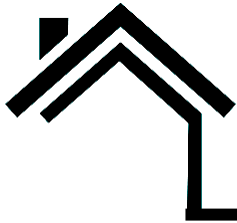


## Butte Countywide Homeless Continuum of Care

Continuum of Care Meeting  
Zoom Virtual Meeting  
October 19, 2020 1:00 p.m. – 3:00 p.m.

# CoC Agenda Item #3:

# Redistribution of HEAP Funding



## Butte Countywide Homeless Continuum of Care

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DATE: October 19, 2020

MEMORANDUM FOR: CoC Council

FROM: Don Taylor  
Housing and Homeless Administrator  
Butte County Department of Employment and Social Services  
Butte Homeless CoC Lead Agency

SUBJECT: South County Proposal – Disencumbered HEAP funds

### **Background**

Due to development complications arising from the COVID-19 pandemic, Base Camp Village informed the CoC and its partner Caminar Inc. that it would not be able to move forward with the planned Base Camp Village II project. This required the County of Butte to terminate its contract with Caminar Inc. for the use of HEAP funds in the amount of \$790,092. The County communicated this information to the Business, Consumer Services and Housing Department (BCSH). Their recommendation was to use the funds in a similar fashion as they had been awarded budgeted (Capital Improvements). These Capital Improvements include:

- Emergency shelter
- Transitional housing
- Drop-in centers
- Permanent supportive housing
- Small/tiny homes
- Improvements to current structures that serve homeless individuals and families
- Handwashing stations or public toilet and shower facilities

The information about the disencumbered funds was provided to the CoC on its regularly scheduled monthly meeting on August 17<sup>th</sup>. A subsequent meeting was held with our South County partners on August 20<sup>th</sup> to follow up on interest in projects. Three non-profits expressed interest. CoC Lead Agency staff met again with providers to ask them to provide information on tentative projects. This information is being provided to the CoC Council.

### **South County Proposal**

A unified proposal was brought forward from several of the South County homeless service providers. As key homeless providers in Oroville, The Oroville Rescue Mission, the Oroville Southside Community Improvement Association (OSCIA), and the Hope Center have banded together to tackle food and housing insecurity by proposing an equitable division of the disencumbered HEAP funds in an attempt to reach more South County residents. Their proposals strategically expand targeted services throughout the Greater Oroville area. The Hope Center is relocating to the Northwest, the Oroville Rescue Mission is expanding in the South, and OSCIA would like the opportunity to expand and open a new program in the East. The overarching goal is to grow food, housing, and outreach service projects to build rapport with the entire Oroville community by reaching a marginalized and growing community of hungry people who are homeless or at risk for homelessness. By offering these programs there is an expectation of increased provider capacity and improved community relations by offering a wider array of well-rounded services more efficiently and avoiding project duplication.

The CoC partners have addressed many community needs and goals. One of recent focus is the safety of community members. COVID-19 has created a large barrier to this goal for many reasons. One notable challenge is meeting the need of having the physical space to accommodate many of the program participants. To meet the increasing demand for safely providing services there needs to be an expansion of the physical space capacity of some provider programs. There is a large and growing demand for the services offered as many Butte County residents have lost their livelihoods due to the COVID-19 economic downturn and the North Complex and Camp Fires. Using HEAP money for capital purchases and improvements will open doors for the programs to reach diverse and marginalized individuals through expansion of services aimed at bridging current service gaps.

### **Haven of Hope Housing Program (3HP) Proposal**

We propose to buy a property owned by an Oroville Southside Community Initiative Association (OSCIA) supporter and community member located in Oroville at 3290 Burlington Avenue. We plan to purchase the property outright for \$48,000. The property will be a quick deed from the owner to OSCIA with all papers signed and completed by the end of January. This would allow for a manufactured home to be purchased and completely installed by May as the current lot is already outfitted with all the utilities needed. We will use the remaining balance of our portion of the HEAP grant, \$215,364 as a down payment on manufactured home priced at \$340,157.85, leaving \$124,793.85 to be financed and covered by The Haven of Hope Housing Program (3HP). We anticipate tenants to be moved in by the end of June and their rent will cover the financed portion. This property will house 12 homeless individuals who have existing income. Permanent supportive housing services will be offered year-round and 7 days a week. This will consist of wrap-around services including case management and employment training. Being able to provide such services will fulfill one of our organizational goals of providing a safe space for vulnerable populations to reside.

### **The Hope Center Proposal**

We currently occupy and lease two warehouses in Oroville. Our main office where most of our programs and our food bank are housed is in downtown Oroville at 1950 Kitrick Ave A. Our second building, the one we would like to acquire, is used for disaster relief and located at 2620 South 5th Avenue in Oroville. The property acquisition and move will enhance our long term financial sustainability and create a larger space for expansion of current food service programs for the North and West sides of Oroville. The purchase price is \$1.15 million with a down payment balance of \$375,000 as we have invested \$25,000 thus far on the property. The remaining balance will be covered by a combination of funds. The city of Oroville has granted us \$98,000, we have fundraised over \$20,000 and with the \$263,364 from HEAP we could purchase this warehouse and close escrow by the end of December. We have secured funds for a build out that will be completed by April 2021. During this time we will continue to offer our services reaching an estimated 6,000 homeless or at risk of homelessness individuals per year. We foresee transitioning the majority of other services by May 1<sup>st</sup>, 2021. Within 6 months we will be offering 6 emergency beds to consumers. Once we are in the new building, we will be saving roughly \$15,000 in leasing fees resulting in a savings of \$180,000 per year. We will use these savings along with private donations, fundraising, and grant income of around \$438,000 per year to continue our services well into the future.

### **Oroville Rescue Mission Proposal**

We propose to purchase the property we are currently leasing for Project Room Key adjacent to the Mission at 4248 Lincoln Boulevard in Oroville. This is a 1.9-acre parcel of land that includes a 4,500 square foot warehouse. Negotiations are underway with the seller. We will have an appraisal completed by November 1<sup>st</sup>, purchase the property in December 2020 and close by February 2021. The HEAP grant will cover the down payment, \$100,000, and a portion of the principle totaling \$210,000 worth of funds. The present owner is willing to carry a note on any remaining balance. We do not have any outstanding loans and have secured a \$150,000 Small Business Administration loan to supplement where needed. We plan to use this property and

warehouse to expand our food programs to reach at least 150 diverse persons monthly in the underserved and most economically disadvantaged part of Oroville, the Southside. With a thought to health and hygiene and to safely provide these services we are asking for a mobile restroom and shower unit that is ADA compliant as many of the clients we serve are handicapped. The mobile shower and bathroom unit will be purchased in December after the HEAP money is disbursed for \$49,532 and it will arrive by the first week of January. This purchase will not only support the cleanliness of our consumers but that of the community at large. By purchasing this property and the mobile shower and bathroom unit we are securing this location for future outreach and expansion of shelter services to continue the growth of our program that has existed for over 25 years.

### **Recommendations**

There are several considerations to take into account when reviewing the projects for the South County partners:

- Collaboration among several homeless service providers
- Original intended use
- Effective outcomes benefitting the community
- Expending funds by the deadline
- Demonstration of provision of emergency assistance to people experiencing homelessness or at-risk of homelessness

The recommendation of the CoC Lead Agency is to direct the disencumbered HEAP funds to the South County partnership for the projects presented. This would serve several purposes. First, this would be the quickest manner in which to put the funds into use. Secondly, the Oroville providers collaborated together in an effort to keep the dollars aligned with the original project by creating 12 additional beds replacing the 12 PSH beds proposed by the Caminar/Base Camp Village project. Finally, this proposal maximizes the funding by also building capacity to address food insufficiency and provide additional services to Butte County residents who are homeless or at-risk of homelessness.



## Butte Countywide Homeless Continuum of Care

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Continuum of Care Meeting  
Zoom Virtual Meeting  
October 19, 2020 1:00 p.m. – 3:00 p.m.

# CoC Agenda Item #4:

# Governance Charter Update



# Butte CoC Governance Charter

DRAFT

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## I. Overview

The Butte Countywide Homeless Continuum of Care (the “CoC”) coordinates the implementation of a housing and service system that meets the needs of persons experiencing or at risk of homelessness throughout the Butte County geographic region, otherwise known as a Homeless Prevention and Response System. The Homeless Prevention and Response System encompasses:

- Outreach, engagement, and assessment;
- Shelter, housing, and supportive services; and
- Homelessness prevention and diversion strategies.

This Governance Charter outlines the roles and responsibilities of the CoC, the CoC Council, CoC Committees, the Lead Agency, the Collaborative Applicant and the Homeless Management Information System (HMIS) Lead Agency.

This Governance Charter was developed by the Continuum of Care in consultation with the Collaborative Applicant and the HMIS Lead Agency.

The CoC’s primary responsibilities include the following:

- Establishing the Continuum of Care
- Operating the Continuum of Care
  - Continuum of Care Governance and Management
  - System and Project-Level Performance
  - Coordinated Assessment System
  - Written Standards
- Designating and HMIS for the Continuum of Care
- Planning for the Continuum’s Geographic Area
  - Coordinated System of Care

## II. CoC General Membership

Representatives from relevant organizations within a geographic area shall establish a Continuum of Care to carry out the duties outlined in this Governance Charter. The geographic area encompasses the five municipalities as well as the unincorporated areas of Butte County.

### 1. Membership in the CoC

Membership in the Continuum of Care is established to ensure community-wide commitment to preventing and ending homelessness and must represent the entire geographic area covered by the CoC.

The following interests are represented on the CoC. An official membership list is documented and held by the Lead Agency.

- Non-Profit Homeless Assistance 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
- Veteran Service Organizations
- Victim Service Providers
- Persons who are homeless or have experienced homelessness

The CoC success is dependent on a broad and diverse membership. Therefore, membership in the CoC is open to any individual or organization that embraces the mission, values, and goals of the CoC. The individual or organization must have an interest in understanding and addressing the issues related to homelessness, and a desire to participate in some way in the most current CoC approved strategic plan to end homelessness in Butte County.

The CoC invites new members from t the Butte County region to join at least annually. A request for new members is publicly announced at various meetings and may also be announced via email or other modes of communication. In order to become a member of the CoC, an individual/organization must take the following steps:

- Formally request membership in writing
- Attend a meeting

### ***Member Participation***

Members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- Making attendance at meetings a high priority.
- Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand.
- Cooperating with and respecting the opinions of fellow members, and leaving personal prejudices out of all discussions, as well as supporting actions of the Council even when the member personally did not support the action taken.
- Putting the interests of the organization above personal interests.
- Representing the organization in a positive and supportive manner at all times and in all places.
- Showing respect and courteous conduct in all meetings.
- Refraining from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with policy.
- Observing established lines of communication and directing requests for information or assistance to the executive committee.

## ***General Membership***

### Membership Benefits

- Invitation to CoC full membership meetings
- Eligible for committee or Council Member service
- Access to training and technical assistance opportunities
- Access, training and use of HMIS system for the purpose of assessing, monitoring, and reporting agency client services
- Participation in a countywide Coordinated Entry system
- Opportunities to network with people doing similar work or with similar interests
- Opportunities to access funding

### Membership Responsibilities

- Attendance at CoC membership meetings
- Participation in advocacy initiatives
- Participation in the biennial Point-In-Time Census Count for the geographic area
- Participation in other county-wide programs such as Project Homeless Connect

## ***Voting Membership***

Voting opportunities may be brought forth to the full membership, including Council Member and officer nominations and elections. Voting items will be announced prior to meetings, and email votes accepted, unless otherwise specified by the CoC Council.

Voting rights will be assigned to one individual within each organization, as designated by that organization, in whatever manner is chosen. An alternate voting member should also be selected by the organization should the voting member be unable to attend a meeting.

## **2. Responsibilities**

The CoC has specific responsibilities as outlined in the Continuum of Care Interim Rule. The responsibilities required by the Continuum of Care Interim Rule are outlined in Table 1 of this Governance Charter. The CoC retains all of the responsibilities listed, even if it designates eligible applicants other than itself to apply for funds. Responsibilities extend to approval of the Continuum of Care Program application for funding.

Additional responsibilities set forth by the Continuum of Care include:

- Receive community and public policy updates relevant to homelessness issues.
- Conduct a gaps analysis for the geographic area and provide updates on the 10-Year Strategy to End Homelessness.
- Consult with State and local governmental ESG recipients within the geographic area.

## **III. Establishing the CoC Council**

The CoC is required to establish a Council that is made up of a portion of Continuum of Care members. The CoC Council must act on behalf of the CoC.

## 1. Council Composition

These written procedures for selecting Council Members will be reviewed, updated and approved at least once every 5 years.

The CoC Council consists of up to 20 voting members, as necessary to fulfill the membership requirements described below. Service Area (categories) for council representation is as follows:

1. Homeless or Formerly Homeless Individual as priority representative to comply with mandatory representative requirements set forth by HUD.
2. Include Service Area nomination categories to favor the nomination and election of a diverse and inclusive representation on the council.
3. Appointed Coalition representatives- selected by each coalition after nominations and elections- or their alternates for who best represents the needs of their locality, once priority service area slots are filled.
4. Appointed publicly elected officials or their alternates from five public jurisdictions or agencies (Butte County, Chico, Gridley/Biggs, Oroville and Paradise).

The CoC will strive to achieve broad representation on the CoC Council.

Council Members may be removed by majority vote of the Council for reasons deemed necessary to fulfilling the purpose of the Council (e.g. attendance, ethics). Should a Council Member be removed from their position or a vacancy occurs prior to the end of the designated term, nominations for a replacement may be taken. The full CoC membership will be notified of an opportunity to make a nomination at least one month in advance of a vote to fill the vacant position(s).

The CoC Council will elect a chairperson, first vice chairperson and second vice chairperson who will chair the CoC Council Meetings and the CoC Meetings, with careful consideration given to the qualifications of these officers to lead the CoC.

The Chair shall convene regularly scheduled Council meetings and full membership meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in their absence in the following order: first vice chairperson and then second vice chairperson.

The CoC Council will approve its officers by majority vote at the first meeting of the calendar year. The CoC Council may remove its officers by majority vote. The term of all officers shall be two years with a maximum of three consecutive terms.

Newly elected Council Members will begin their terms at the first CoC Council meeting of the new calendar year.

Appointee Council Members appointed subsequent to the normal voting process shall begin their term upon appointment and complete the current two-year term.

The Council Member roster will stagger terms.

## **2. Dismissal and Appointment of Council Members**

In the event of dismissal or resignation of a Council Member, Council may elect to fill the vacated position with a representative from the same Category, to complete the remainder of the term.

## **3. Meetings**

### ***Regular Meetings***

The CoC Council will hold meetings at least quarterly, or four times per year. The CoC will hold meetings at least semi-annually of the full membership. These meetings will be open to the public with an agenda distributed to all CoC members at least 72 hours in advance of the meeting.

### ***Special Meetings***

A Council majority may call special meetings within 72 hours. The Executive Committee may call a special meeting within 24 hours for urgent time sensitive matters.

## **IV. Meeting Proceedings:**

**The following procedures are applicable to all meetings of the CoC**

### **1. Quorum**

Quorum is defined as 51% of the convening body for all official CoC business. This includes but is not limited to Committee, Council and Membership meetings. For purposes of determining the Quorum, appointed publicly elected officials are not included in the calculation. If a Quorum is not established at a meeting, no votes may take place during the meeting. Elected officials may always vote when present, but will not be utilized to define the quorum.

### **2. Decision-Making**

Robert's Rules of Order will be followed and a simple majority of the members present is necessary for any resolution or vote to pass. For purposes of time-sensitive and/or critical votes an email vote may be used.

### **3. Code of Conduct / Conflict of Interest / Recusal Process**

#### ***Who is Covered***

All CoC Council, Committee, and General Members will abide by 24 CFR Part §578.95 (Conflicts of Interest) in the CoC Interim Rule and 24 CFR Part § 576.404 Conflicts of Interest in the Emergency Solutions Grant Rule.

#### ***Disclosure***

The CoC Council, all Committee members, and General Membership will disclose potential conflicts when the topics of funding awards, or other financial benefits that could be gained or lost by themselves personally or by an organization they represent as an employee, agent, consultant, board member, or their family member represents, are under consideration. The CoC Council, Committees, and General Members will be

required to review and sign annually the Conflict of Interest Policy and related Conflict of Interest Procedures (see Attachment X). The CoC Council, Committees and General Members will be required to sign annually the Conflict of Interest Disclosure Statement (see Attachment X) and may be required to update their policy should a conflict develop.

### ***Recusal***

Members will excuse themselves as needed to avoid a conflict of interest. This includes leaving the room for any discussion of a conflicted or potentially conflicted transaction. However, a conflicted member may be present to present for clarifying questions. All Members including conflicted Members may be present for the Council vote.

### ***Nonconflicted Situations***

The CoC desires that it, and those entities to which it has delegated authority, make informed as well as non-conflicted decisions. The annual gaps analysis, eligibility criteria for who gets served by what resources in the Continuum, prioritization of who gets served, performance targets, etc. are best developed and refined with broad stakeholder input. Funded projects and jurisdictions will not be deemed conflicted in discussions on these topics nor in providing input on local priorities for Continuum of Care funding and refinements the scoring criteria for projects or the application process. The Review and Ranking Committee will evaluate the merits of the input and will make the final determination on the scoring criteria and application process; only nonconflicted Members will participate on the Review and Ranking Committee.

## **4. Responsibilities**

The CoC gives authority to the CoC Council for specific responsibilities. The responsibilities required by the Continuum of Care Interim Rule are outlined in Table 1 of this Governance Charter. Additional responsibilities required by the Continuum of Care include:

- Elect a Chairperson, First Vice Chairperson and Second Vice Chairperson.
  - Notice, manage and facilitate CoC Council meetings.
- Hire or designate an agency to hire Staff, or contractors, to assist with the CoC Application, the Point-In-Time Survey, performance monitoring and evaluation, assessment system coordination, planning, fund development, and other administrative duties.
- Review and act on the annual funding allocations.
- Review and act on additional HUD required activities.
- Review and act on any programs that should be removed from HUD funding and any proposed funding reallocations.

## **V. Establishing the CoC Committees**

The CoC may establish Committees, Subcommittees, or Work Groups that are made up of the Continuum of Care members to act on behalf of the CoC. The CoC may establish the following Committees as it sees fit:

- Executive Committee
- HMIS/Coordinated Entry Committee
- Households with Children Committee
- Veteran's Committee

- Governance Committee
- Chronically Homelessness Committee
- Youth Homelessness Committee
- Point-In-Time Committee
- Review and Ranking Committee
- Other Committees as determined by the CoC Council

## 1. Committee Membership

Any CoC member can participate on a Committee. The CoC Council will approve a chairperson and a vice chairperson. Each Committee will be required to establish a purpose and a description of their roles and responsibilities, approved by Council vote.

Executive Committee: The Executive Committee shall include the Chair, First Vice-Chair, Second Vice-Chair and either the past-Chair, or if not available, another Council member selected by the three members of the Executive Committee.

## 2. Responsibilities

The CoC gives authority to the CoC Committees for specific responsibilities. The responsibilities required by the Continuum of Care Interim Rule are outlined in Table 1 of this Governance Charter. Each active committee is required to report quarterly, or at least four times per year, to the CoC Council.

## VI. Staff Roles

### 1. Continuum of Care Lead Agency

The CoC may appoint a Lead Agency that will provide meeting support for the CoC, Council and all other committees. The Lead Agency is responsible for scheduling meetings, developing agendas, issuing meeting materials and posting all relevant documents to the CoC website. All responsibilities are documented in the CoC Lead Agency Memorandum of Understanding. The designation of the Lead Agency is valid for a maximum of three years before the designation must be reviewed and renewed by the CoC. The CoC shall select a Lead Agency with the qualifications and capacity necessary to carry out the Lead Agency role.

### 2. Collaborative Applicant

The CoC must designate a legal entity that is also a Continuum of Care Program eligible applicant to serve as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all Continuum of Care Program funded projects within the geographic area. The Collaborative Applicant is also responsible for submitting the annual application to HUD for Continuum of Care Program funding and to apply for Continuum of Care Planning dollars. These and any additional responsibilities are documented in the CoC Collaborative Applicant Memorandum of Understanding. The designation of the Collaborative Applicant is valid for a maximum of three years before the designation must be reviewed and renewed by the CoC. The CoC shall select a Collaborative Applicant with the qualifications and capacity necessary to carry out the Collaborative Applicant role.

Before the submission of the annual application to HUD for Continuum of Care Program funding, the Collaborative Applicant must submit a final draft of the application to the CoC Council for approval.

Depending on the timing of the submission to HUD, the CoC Council and Collaborative Applicant will create a timeline for submission to the CoC Council.

### 3. HMIS Lead Agency

The CoC must designate a legal entity that is also a Continuum of Care Program eligible applicant to serve as the Homeless Management Information System (HMIS) Lead Agency for the geographic area. The HMIS Lead Agency will maintain the community’s HMIS in compliance with HUD standards and coordinate all related activities, including training, maintenance and the provision of technical assistance to contributing organizations. Responsibilities required by the Continuum of Care Interim Rule are outlined in Table 1 of this Governance Charter. These and any additional responsibilities are documented in the HMIS Lead Agency Memorandum of Understanding. The designation of the HMIS Lead Agency is valid for a maximum of three years before the designation must be reviewed and renewed by the CoC. The CoC shall select an HMIS Lead Agency with the qualifications and capacity necessary to carry out the HMIS Lead Agency role.

## VII. Reviewing and Updating the Charter

### 1. Process for Updating the Charter

Once every year the CoC must review this Governance Charter in consultation with the Collaborative Applicant and HMIS Lead. Members of the CoC, CoC Council, Collaborative Applicant, Lead Agency, or HMIS Lead may make suggestions for updating. It is the Collaborative Applicant’s responsibility to review HUD rules, regulations, and guidance and to suggest updates to the Governance Charter. The updates must be presented on the agenda prior to the meeting. Updates to the Governance Charter require a two-thirds majority vote of the CoC membership.

### 2. Review and Updating History

Adopted August 20, 2015

Amended/Adopted February 27, 2017

Amended/Adopted November 20, 2017

Amended/Adopted October 19, 2020

Date of Review	Summary of Updates	Summary of Vote
10/19/2020		

**Table 1. Responsibilities of Continuum of Care Entities**

<b>Responsibility Category</b>	<b>Responsibility</b>	<b>Responsible Party</b>
Establishing CoC	Define membership of CoC	CoC
Establishing CoC	Invite new members annually	CoC
Operating CoC	Hold meetings of full membership, with published agenda, at least semi-annually	CoC
CoC Governance and Management	Establishing a CoC Council	CoC
CoC Governance and Management	Reviewing the written selection process for the Council	CoC
CoC Governance and Management	Designate a Collaborative Applicant	CoC
CoC Governance and Management	Designate Responsibilities to the CoC Council, HMIS Lead, and Collaborative Applicant	CoC
CoC Governance and Management	Apply for CoC Planning Funds	Collaborative Applicant
CoC Governance and Management	Apply for CoC HMIS Funds	HMIS Lead Agency
CoC Governance and Management	Apply for CoC CES Funds	HMIS Lead Agency
CoC Governance and Management	Appoint Committees / Sub-Committees	CoC Council
CoC Governance and Management	Develop a Governance Charter	Governance Committee with approval from CoC Council
CoC Governance and Management	Review Governance Charter Annually	CoC
Overall and Project-Level Performance	Establish performance targets in consultation with recipients/sub-recipients	CoC Council or Council Designee (i.e. Lead Agency or Committee)
Overall and Project-Level Performance	Monitor recipient/sub-recipient performance	CoC Council or Council Designee (i.e. Lead Agency or Committee)
Overall and Project-Level Performance	Evaluate outcomes for ESG and CoC Projects and report to HUD	CoC Council or Council Designee (i.e. Lead Agency or Committee)
Overall and Project-Level Performance	Take action against poor performers	CoC Council or Council Designee (i.e. Lead Agency or Committee)
Overall and Project-Level Performance	Measure system performance	CoC Council or Council Designee (i.e. Lead Agency or Committee)
Coordinated Assessment System	Operate a Coordinated Assessment System in consultation with ESG	CoC Council or Council Designee (i.e. Committee)

Coordinated Assessment System	Develop a policy for how Coordinated System and Housing and Service System will address needs of Domestic Violence	CoC Council or Council Designee (i.e. Committee)
Designate a HMIS	Designate a Single HMIS for the entire CoC Geographic Area	CoC
Designate a HMIS	Designate a Single HMIS Lead Agency	CoC
Designate a HMIS	Review, revise and approve the HMIS privacy plan, security plan and data quality plan	HMIS Lead Agency with approval from CoC Council
Designate a HMIS	Ensure HMIS is in compliance with HUD requirements	HMIS Lead Agency and CoC Council
Designate a HMIS	Review, revise and approve policies, procedures and standards in accordance with the CoC Interim Rule, Proposed HMIS rule and HUD standards	HMIS Lead Agency and CoC Council
Designate a HMIS	Ensure consistent HMIS participation of recipients and sub-recipients in compliance with federal regulations and HUD standards	HMIS Lead Agency
Designate a HMIS	Execute participation agreements with contributing HMIS organizations, including participation fee	HMIS Lead Agency
Designate a HMIS	Execute user agreements	HMIS Lead Agency
Plan for the CoC	Coordinate implementation of a housing and service system	CoC Council or Council Designee (i.e. Committee)
Plan for the CoC	Plan and Conduct a Point-in-Time Study that meets HUD requirements once every two years	CoC Council or Council Designee (i.e. Committee)
Plan for the CoC	Conduct an annual gaps analysis of homeless needs and services	CoC Council or Council Designee (i.e. Committee)
Plan for the CoC	Participate in the Consolidated Plan	CoC Council or Council Designee (i.e. Committee)
Plan for the CoC	Consult with ESG Recipients <ul style="list-style-type: none"> <li>• Coordinated Assessment</li> <li>• Consolidated Plan homelessness strategy and goals</li> <li>• Allocation of ESG funding</li> <li>• ESG performance standards</li> <li>• ESG sub-recipient participation in HMIS</li> <li>• ESG and CoC Program written standards</li> <li>• Evaluate performance of ESG recipients/sub-recipients</li> </ul>	CoC Council or Council Designee (i.e. Committee)
Plan for the CoC	Establish priorities for funding projects	CoC Council or Council Designee (i.e. Lead Agency or Committee)

Plan for the CoC	Rank multiple applications if required by HUD, in accordance with HUD criteria	Review and Ranking Committee with approval from CoC Council
Plan for the CoC	Submit annual application to HUD for Continuum of Care Program Funding	Collaborative Applicant
Plan for the CoC	Approve annual application to HUD for Continuum of Care Program	CoC Council

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