



Butte Countywide Homeless Continuum of Care

Governance Committee

Wednesday, July 1, 2020 3:30 P.M. – 4:30 P.M.

Zoom Virtual Meeting Link:

<https://us02web.zoom.us/j/81481977590?pwd=VzJXVGVHdWJSUjkrRXd4eEY3b3k4UT09>

Zoom Meeting ID 814 8197 7590, Password 593214

GOVERNANCE COMMITTEE MEMBERS:

Anastacia Snyder, Catalyst

Don Taylor, DESS HH

Briana Harvey-Butterfield, DESS HH

Eric Smith, City of Oroville

Dawn Blackhorse, Butte College

Laura Cootsona, Jesus center

First Chairperson: Briana Harvey-Butterfield,
DESS HH

Second Chairperson:

Dawn Blackhorse,
Butte College

AGENDA

- | | |
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| 1. Call to Order | B. Harvey-Butterfield |
| 2. Introductions | All |
| 3. Approval of Minutes – <i>ACTION</i> | All |
| a. Governance Committee Meeting June 3, 2020 | |
| 4. Announcements | All |
| 5. Governance Charter – <i>INFORMATION/ACTION</i> | All |
| a. Quorum Definitions (COI vs. Gov. Charter) | |
| b. C.O.I. Placement and overall set-up | |
| c. Meeting requirements regarding agenda | |
| 6. CoC Policies and Procedures – <i>INFORMATION/ACTION</i> | All |
| a. C.O.I. Placement | |
| b. Review and Ranking Placement | |
| 7. Code of Conduct – <i>INFORMATION/ACTION</i> | All |
| 8. Next Meeting: Wednesday, August 5, 2020; 3:30 – 4:30 p.m.
Butte County Department of Employment & Social Services, Virtual Meeting | |
| 9. Adjourn | |

Butte County Homeless Continuum of Care Council

Code of Conduct, Ethics and Principles of Working Effectively

Overview

This Code of Conduct, Ethics and Principles for Working Effectively policy applies to members participating in the Butte County Homeless Continuum of Care Council (BCHCCC).

Butte County Homeless Continuum of Care Council (BCHCCC) requires that member agencies uphold, promote and demand the highest standards of conduct. Accordingly, all member agencies are to maintain the highest standards of personal integrity, honesty, ethics and fairness in carrying out their public duties. All member agencies are expected to avoid any improprieties in their roles as public servants, and never use their positions or powers for improper personal gain while adhering to legal, moral and professional standards of conduct in the fulfillment of their responsibilities.

Confidentiality and Privacy

In the course of work, a member agency may have access to proprietary or confidential information regarding member's clients, its operations, its suppliers or even co-workers. Member agencies shall demonstrate extreme sensitivity in the issuance and management of information by insuring that all information relating to clients is kept confidential and used only for those purposes specified by the laws and regulations governing the services provided. Clients must be informed fully about the limits of confidentiality in given situation, the purpose for which information is obtained and how it may be used. Member agencies will not knowingly sign, subscribe to, or permit the issuance of any statement, report or document which contains any misstatement or which omits any material fact while being sensitive and responsive to inquiries from the public, clients, customers and the media, within the frame work of BCHCCC policy.

Conflict of Interest

Member agencies are expected to avoid situations that create an actual or potential conflict. Member agencies must avoid any activity, agreement, business investment or interest that could be in conflict with the BCHCCC's interests or could interfere with their duty and ability to serve on the BCHCCC as well as possible. It is important to recognize that members are representatives from government agencies, non profits and other community groups and may have special interests. However, as members of the BCHCCC, representatives agree to put these special interest aside and work for the interests of the entire BCHCCC. Any member of BCHCCC who believes any of his/her

actions may present a conflict shall request an opinion from the BCHCCC Steering Committee.

General Principles of Ethical Conduct and member Agency Responsibility

- Member agencies shall demonstrate the highest ideals of honor and integrity in all public and professional relationships to merit the respect, trust and confidence of other public officials, clients, customers, fellow member agencies, and the general public.
- Member agencies will prevent discrimination against any person or group on the basis of race, color, gender, sexual orientation, age, religion, national origin, marital status, and mental or physical handicap.
- Member agencies will act in accordance with and maintain the highest standards and in accordance with federal, state, and local laws and regulations.
- Member agencies shall be responsible for maintaining their own competence and for enhancing the competence of their co-workers by promoting excellence in public service.

Impartiality

Member agencies shall act impartially and with integrity in all professional relationships by:

- Not discriminating in the provision of services.
- Not knowingly being a party to or condoning any illegal or improper activity.
- Not directly, or indirectly, seeking or accepting personal gain which would influence the conduct of their duties.
- Not exploiting professional relationships for personal or professional gain
- Not using public property or resources for personal gain.
- Not accepting fees, gifts or other valuable items in the course of performing the duties and responsibilities of their position, or in connection with such fees, gifts or their valuable items given them by any person in hope or expectation of receiving a favor or better treatment that accorded other persons.
- Being alert to the influences and pressures that interfere with the professional discretion and impartial judgment required for the performance of professional functions.
- Member agencies shall maintain an active interest in matters pertaining to the public welfare.

Discussion Ground Rules*

The BCCCC meetings are conducted in adherence with the following discussion ground rules to allow for a productive collaborative process that includes a broad range of participants.

1. Participate fully.
2. Stay focused on the topics being discussed.

3. Listen. Be open to new and different ideas and perspectives.
4. Share the stage with others. Don't dominate; take turns.
5. Honor time commitments.
6. Assume the best of others.
7. Agree to disagree respectfully.
8. Remain flexible. Be willing to adapt and/or defer to the group's decisions.
9. Don't assume that we are all starting at the same place.
10. Be patient.

Principles for Working Effectively

The BCHCCC participants have agreed to follow the principles to guide the communications, logistics and actions of the BCHCCC and the committees.

1. The BCHCCC represents a public/private collaborative process.
Collaborative = Inclusive = Effective
2. We need to involve all stakeholders in discussions (include all groups whose policies, programs, etc. are being discussed).
3. Our communication will be positive.
4. We won't say what we can't do; we will say what we can do.
5. We need to be specific in communications.
6. Our communications need to involve the whole group even as attendance varies. We won't rework issues. We need to keep all in the loop and keep moving forward.
7. We need education and understanding of differences between nonprofits and governmental jurisdictions.
8. The constraints of each group participating in the BCHCCC will be explained.
9. We're participants of a bigger process through our work with the BCHCCC. We need to ask for whole group buy-in prior to taking action in the name of the BCHCCC.
10. Individual statements and actions made in the name of the Butte County Homeless Continuum of Care Council will be made only after discussion and consensus.
11. Committees will work collaboratively first. If that doesn't work, they will come back to BCHCCC Steering committee prior to taking any action.

12. Committees will make written recommendations to BCHCCC.
13. Committees are empowered to take action on action steps without the entire BCHCCC approval.
14. The BCHCCC will agree (or not) with committee recommendations and will give input to committees.
15. BCHCCC decisions are made by consensus (except prioritization of funding proposals). Results are intended to be win/win.
16. The BCHCCC will meet more often than quarterly if needed for timely discussion and action on committee recommendations and newly emerging issues.
17. The BCHCCC decides how to vest committees with authority/responsibility.

*Taken from Groundrules & Agreements for Working with Planning Groups.
Community Matters, P.O. Box 14816, Santa Rosa, CA 94502

Updated 3-09