

Lead Me Home

Monterey and San Benito Counties
Continuum of Care Board

Governing Charter

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Introduction

In 2009, Congress enacted the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, which built upon the former McKinney-Vento legislation and consolidated three separate homeless assistance programs administered by HUD (the Supportive Housing Program, the Shelter Plus Care, and Moderate Rehabilitation/Single Room Occupancy programs) into a single grant program – the Continuum of Care (CoC). The HUD CoC Interim Rule regulations at 24 CFR § 578, et seq. implement the HEARTH Act requirements for the CoC Program, including requirements for applying for and administering grant funds as well as governance responsibilities of the CoC. The HEARTH Act and the CoC Interim Rule focus on creating a systemwide approach to addressing homelessness through homelessness prevention and rapid rehousing.

In response to federal movement toward the CoC as a model approach for solving homelessness, Monterey and San Benito counties merged in 2011 to form one single CoC in order to create an integrated, regional approach to addressing homelessness. The Monterey and San Benito Counties CoC represents the totality of services and housing available to individuals and families experiencing housing crisis or homelessness within the geographic region.

In the late 2011/early 2012, the Monterey and San Benito Counties CoC developed a new, HEARTH Act-compliant 10-Year Plan to End Homelessness (Plan) called *Lead Me Home*. The plan was developed with representative input and guidance from local counties' departments of social services, behavioral health, public health, public housing, the business and civic community, law enforcement, justice, community-based service providers and affordable housing developers, targeted population government services (veterans, seniors, schools, youth), and local elected officials.

Chapter I: Name and Purpose

The Lead Me Home Monterey and San Benito Counties Continuum of Care (LMH CoC) is an organization committed to openness and public transparency that allows participation from all community members committed to addressing homelessness.

The LMH CoC is a regional, year-round collective planning body of stakeholders, which coordinates the community's policies, strategies, and activities toward ending homelessness. The LMH CoC gathers and analyzes information in order to determine the local needs of people experiencing homelessness, implements strategic responses, and measures results. It also sets the local process for applying, reviewing, and prioritizing project applications for funding each year in the U.S. Department of Housing and Urban Development (HUD) Homeless Assistance Grants competition(s).

The Leadership Council leads and guides the community's and CoC's efforts to address homelessness and acts as the CoC Board for the LMH CoC. The purpose of the Leadership Council is to provide a coordinated and strategic approach to planning and management of a range of resources to address the needs of families and individuals at risk of homelessness and those who are currently experiencing homelessness in Monterey and San Benito counties.

The LMH CoC is staffed by the Coalition of Homeless Services Providers (CHSP), a local nonprofit agency that coordinates the work of homeless providers throughout Monterey and San Benito counties. The CHSP carries out the work of the CoC as directed by the Leadership Council. The CHSP has also been designated as the Homeless Management Information System (HMIS) Lead, Coordinated Entry System (CES) operator, CoC Administrative Entity, and the CoC Collaborative Applicant.

LMH CoC Mission:

Monterey and San Benito Counties LMH CoC promotes broad involvement of all members of the community in forging the end to homelessness. The LMH CoC, under the guidance of the Leadership Council, will faithfully endeavor to:

- Understand the problem
- Recognize the solutions
- Agree to implement the solutions
- Find the funding to execute the solutions
- Support those who do the work through the transitions ahead
- Guide the direction of a two-county effort with multiple partners and players
- Lead! Promote, request, allocate, dedicate, advocate for continued implementation of the Plan

LMH CoC Vision:

Members of our Central Coast communities live in decent, secure, and affordable housing from which they access services and supports that stabilize their lives.

LMH CoC Guiding Principles:

- Treat people with dignity and respect.
- Aim for the highest quality of life for the community as a whole by integrating community standards of care into all housing and services delivery.
- Achieve results and demonstrate positive outcomes.
- Foster comprehensive solutions within a system-wide perspective.
- Make coordinated, cost-effective, strategic, and continuous investment in the housing and services needed to assure that our people are homeless no more.

Chapter II: Lead Me Home CoC

Responsibilities (24 C.F.R § 578.7)

The LMH CoC is the collective body of community stakeholders that provides forums for discussing plans and taking action to end homelessness in Monterey and San Benito

counties, educating the community on homeless issues, providing advice and input on the operations of homeless services, and advocating on federal, state, county, and city policy issues affecting people who are homeless or at-risk of homelessness. It also oversees federal, state, local, and private grants that require CoC oversight, coordination and monitoring.

Responsibilities of the LMH CoC include the following:

Planning and Advocacy:

- The Continuum must develop a plan that includes:
 - Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families, including:
 - Outreach, engagement, and assessment;
 - Shelter, housing, and supportive services;
 - Prevention strategies.
- Conducting an annual gaps analysis of the homeless needs and services available within the geographic area.
- Participate in the development and implementation of the Consolidated Plan¹ and work to align it with the strategies and goals of the CoC. Work with the jurisdictions within its geographic area (currently, the City of Salinas and the County of Monterey) to draft the Consolidated Plans.
- Orchestrate a vision for ending homelessness in the CoC region. This system will include strategies involving outreach and engagement, shelter, housing, supportive services, and prevention strategies.
- Make recommendations about long-range planning and policy formulation to the state and local government located within the CoC region.
- Create and implement strategies and action steps to reduce and end homelessness.
- Encourage and develop public understanding and education on homeless and housing issues.
- Provide advocacy on homeless concerns to the state and local government located within the CoC region.
- Plan for and conduct a HUD-required annual Housing Inventory Count of shelters, transitional housing, and permanent housing reserved for homeless individuals and families.
- Plan for and conduct a Point-in-Time Count and Census² of homeless persons as required by HUD.

¹ A Consolidated Plan is designed to help local jurisdictions to assess their affordable housing and community development needs, and to make investment decisions based on local data and needs. Jurisdictions receiving Emergency Shelter Grant funds are required to create Consolidated Plans for their jurisdiction and collaborate with their local CoC in creating Consolidated Plans.

² The CoC must conduct a count of sheltered and unsheltered people experiencing homelessness on a single night in January. HUD requires that CoCs conduct an annual count of people experiencing homelessness who are sheltered in emergency shelter, transitional housing, and Safe Havens on a single night. CoCs also must conduct a count of unsheltered people experiencing homelessness every other year (odd numbered years).

Operate, Oversee and Coordinate the CoC

- Hold meetings of the full membership, with published agendas, at least semi-annually.
- Make an invitation for new members to join publicly available within the geographic at least annually.
- Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years.
- Appoint additional committees, subcommittees, or workgroups, as needed.
- In consultation with the Collaborative Applicant and the HMIS Lead, develop, follow, and update annually a governance charter and all procedures and policies, and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board.
- Consult with CoC recipients and subrecipients to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers.
- Consulting with State and local government Emergency Solutions Grants program recipients within the Continuum's geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and subrecipients.
- In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:
 - Policies and procedures for evaluating individuals' and families' eligibility for assistance.
 - Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance, including the emergency transfer priority.
 - Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance, including the emergency transfer priority.
 - Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance.
 - Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance, including the emergency transfer priority.
- In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the

needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. The policies and procedures for the LMH CoC coordinated entry system – Coordinated Assessment and Referral System (CARS) – can be found at <https://chspmontereycounty.org/wp-content/themes/chsp/img/CARS-Policies-and-Procedures-September-2019.pdf>.

- In consultation with CoC program recipients and subrecipients, develop and implement performance measures that are appropriate to the CoC’s population and program types.
- Assess effectiveness, quality, efficiency, access, and availability of homeless services throughout the CoC.
- Facilitate ongoing coordination and collaboration among all the components of the CoC for the purposes of service delivery, planning, resource management, fundraising, policy, and program development.
- Strategize to fill gaps in homeless services and housing, avoid duplication, and maximize efficiency in the provision of services.
- Identify best practices in homeless housing and service programs, which can be adapted and implemented in the CoC.
- Provide a forum for coordination among homeless services providers, local government departments and agencies on policy, programmatic, and fiscal issues related to homelessness and prevention.
- Coordinate between the local governments and all entitlement city departments and agencies on policy, programmatic, and fiscal issues related to homelessness and prevention.

Design and Operate an HMIS

- Designate a single Homeless Management Information System (HMIS) for the geographic area and a single HMIS Lead which will:
 - Manage the CoC’s HMIS, review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.
 - Ensure consistent participation of recipients and subrecipients in the HMIS, and
 - Ensure the HMIS is administered in compliance with requirements prescribed by HUD.
- Develop the emergency transfer plan for clients fleeing domestic violence.
- Collect data on the homeless needs through an HMIS system, administered in compliance with HUD requirements. Regularly review and revise the HMIS data privacy plan, data security plan, and data quality plan, which can be found at <https://chspmontereycounty.org/hmis-training-documents/>.
- The HMIS Lead will collect and provide any relevant CoC information to inform the Consolidated Plans. The LMH CoC Leadership Council will provide feedback on the Consolidated Plan planning process and the final Plan draft.
- Ensure consistent participation in HMIS by HUD-funded programs and monitor the quality of the data entered into HMIS.
- Encourage non-HUD funded programs to participate in the HMIS.

Oversee Funding Allocations

- Designate a Collaborative Applicant to coordinate the process for submitting the CoC funding applications to HUD on behalf of the CoC. Policies related to HUD CoC application process can be found at <https://chspmontereycounty.org/continuum-of-care/#>.
- Establish impartial Review and Rank Panels as required for funding applications.
- Allocate funds in alignment with local and federal priorities.
- Monitor and evaluate the outcomes of homeless housing and services programs funded by federal, state, and local funding. Provide support and technical assistance to programs and take action against poor performers. The LMH CoC Monitoring Plan can be found at <https://chspmontereycounty.org/wp-content/themes/chsp/img/CHSP-Monitoring-Policy.pdf>.
- Coordinate the CoC Consolidated Application, Emergency Solutions Grants (ESG) funding, and other federal, state, and local homeless services grants to fill the community service needs and priorities.

Community Participation

The LMH CoC is committed to openness and public transparency that allows participation from all community members committed to addressing homelessness.

Participation that is broadly representative of the public and private homeless service sectors, including homeless client/consumer interests is promoted. The LMH CoC encourages all members of the community to participate in group discussions, committees, and working groups. The LMH CoC works to ensure diverse population input to LMH CoC deliberations and decision-making, including consumers and community members, as well as gender, ethnic, cultural, and geographical representation. All interested persons are encouraged to attend meetings, provide input and voice concerns.

At a minimum, the LMH CoC will provide semi-annual (i.e., twice a year) public invitations for new participants to join the CoC. Outreach is made to obtain participation from following groups:

<ul style="list-style-type: none">• Homeless service providers and agencies• Local homeless coalitions and networks• Community and faith-based organizations• Nonprofit and for-profit housing developers• Local government representatives, both elected officials and staff• Key civic leaders• Homeless and formerly homeless people	<ul style="list-style-type: none">• Colleges and universities• Veteran service agencies• Representative of special needs populations such as:<ul style="list-style-type: none">○ Persons experiencing chronic homelessness○ Veterans○ Persons with serious mental illnesses○ Persons with substance abuse issues○ Persons with HIV/AIDS○ Victims of domestic violence
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<ul style="list-style-type: none"> • Homeless advocates • Public Housing Authorities • Public and private health care organizations • Mental health service providers and funders • Substance abuse service providers and funders • Foster care • Local job councils • Legal services 	<ul style="list-style-type: none"> ○ Youth • Religious leaders • Businesses and business associations • Key members of local planning groups • Employers • Political leaders • Law enforcement and corrections agencies • School districts
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Responsibilities of LMH CoC Community Participants

All participants in the LMH CoC shall demonstrate a professional interest in, or personal commitment to, addressing and alleviating the impact of homelessness on the people of the community. LMH CoC participants have an active role in the LMH CoC. Participants are expected to:

- Attend meetings
- Serve on committees, working group, action team, etc. of the LMH CoC
- Provide input in creating strategies and action steps to reduce and end homelessness
- Participate in advocacy and public education efforts
- Report to/seek input from the constituency they represent on key issues and strategies
- Keep abreast of strengths, needs, and gaps in the community
- Contribute to informed dialog on all action the group undertakes
- Review, comment on, and approve local, federal and private proposals for funding, as needed.

LMH CoC Staff

The Coalition of Homeless Services Providers (CHSP) has been designated as the CoC Staff to carry out the work of the LMH CoC as directed by the Leadership Council. The CHSP has also been designated as the Collaborative Applicant, Administrative Entity, HMIS Lead, and Coordinated Entry System Operator.

Responsibilities of LMH CoC Staff

The CHSP is responsible for the following activities:

- Provide staff support for all Leadership Council meetings, elections, and recruitment
- Lead the revisions of the LMH CoC Governance Charter, Written Standards, and other policies and procedures
- Coordinate and staff committee meetings
- Monitor CoC program performance and evaluate outcomes
- Manage the HMIS system

- Review HMIS data regularly to ensure that high levels of data quality and completeness are maintained, as applicable
- Manage the Coordinated Assessment and Referral System (CARS)
- Conduct Point-In-Time and Housing Inventory Counts, as required
- Provide outcome and performance data on the successes and challenges of homeless persons in the programs
- Conduct annual Racial Disparity Analysis of clients participating and exiting CoC programs.

Chapter III: Leadership Council (CoC Board)

The LMH CoC Leadership Council acts as the CoC Board. The Leadership Council includes representatives from nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, persons with lived experience, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.

Responsibilities

The success of the LMH CoC depends in part on strong leadership. As the CoC Board, the Leadership Council is the body responsible for leading the LMH CoC efforts in addressing homelessness. The LMH CoC looks for leaders who have the organizational skills needed to maintain the group's focus on its goals and the process for achieving those goals to join its Leadership Council.

As the CoC Board, the Leadership Council, and its various supporting committees lead the efforts of ensuring these activities are achieved.

Leadership Council Member Responsibilities

The wide array of tasks involved in leading and operating the LMH CoC include the following:

Communication

- Attend Leadership Council meetings
- Maintain communications between stakeholders
- Respond to and communicate with the media, including prepare and execute advocacy alerts, schedule presentations to community groups, issue press releases and increase awareness of homelessness issues
- Maintain contact with state, county, and federal agencies that work on issues impacting people experiencing homelessness
- Keep local leaders informed through regular reporting of progress on the LMH CoC's goals, objectives, and strategic plans, including committee reports
- Consult and coordinate with ESG recipients to maximize resources available to prevent and end homelessness. Per federal guidance, this consultation will

include an assessment of the most effective strategies to allocate funding, report on progress made, and evaluate the performance of ESG recipients and sub-recipients.

Coordination and Advocacy

- Organize and lead needs assessment activities
- Manage the long-range planning process
- Build partnerships
- Overseeing system coordination
- Assess progress of system change
- Keep abreast of and participate in legislative issues affecting homelessness;
- Review and understand program performance and system-wide analyses of strengths and gaps
- Designate Collaborative Applicant/Lead Agency for the LMH CoC
- Designate a HMIS Lead Agency, develop a memorandum of agreement with the HMIS Lead Agency, and ensure the development of separate HMIS policies and procedures that are HUD compliant, reviewed annually and updated as needed.

Fundraising

- Apply for federal, state, and local funding to fill the needs of individuals and families experiencing homelessness in the community.
- Designate an Administrative Entity for state funding purposes and collaborate to comply with state funding application requirements and responsibilities.
- Designate the CoC Collaborative Applicant to manage and oversee the preparation of the HUD CoC application.
- Design a transparent and impartial local rank and review process for selecting recipients of federal, state, and local homelessness funding.
- Establishing impartial Review and Rank Panels to review local applications and allocate federal, state, and local funding to the most efficient and qualified local providers in a way that aligns with the local needs and priorities.
- Coordinate the use of federal, state, and local funding across the CoC jurisdictions.

Providing Support

- Arrange technical assistance and training to providers as needed.
- Organize and facilitate CoC Leadership Council and committee meetings.
- Establish organizational plans, policies, and procedures as necessary for effective operation of the LMH CoC.

Leadership Council Membership

Membership of the Leadership Council

The Leadership Council is comprised of a maximum of 23 community stakeholders. Twelve (12) of the seats are classified as Category 1 Voting Member-Appointed Seats and not subject to term limits to ensure continuity. Eleven (11) of the seats are classified as Category 2 Voting Members-Rotating Seats and are subject to two-year term limits.

Category 1: Appointed Members (12) – no term limits

- (1) Executive Director, Housing Authority of the County of Monterey
- (4) Seats designated for Monterey County Mayors as appointed by the Monterey County Mayors Association, including at least one representative of the ESG recipient jurisdiction
- (1) Mayor, City of Hollister or another San Benito County jurisdiction
- (1) Member, Monterey County Board of Supervisors
- (1) Member, San Benito County Board of Supervisors
- (1) McKinney-Vento Homeless Liaison as appointed by the Office of Education
- (1) Director of the Monterey County Department of Social Services
- (1) Director of the Monterey County Health Department
- (1) Director of the San Benito County Health and Human Services Agency.

Category 2: Rotating Members (11) – two-year term limits

- (2) Homeless or formerly homeless persons
- (2) Homeless service providers and agencies

Remaining members can be selected from the following categories to bring the total Leadership Council membership count up to 11 in Category 2:

- Philanthropy
- Faith-based organizations
- Nonprofit and for-profit housing developers
- Public and private health care organizations
- Homeless advocates
- Transition-Age youth
- Representative of LGBTQ population
- Corrections
- Other mainstream and/or nonprofit service providers, mental health, recovery, domestic violence, legal services, re-entry programs, foster care, employment programs, business associations, law enforcement, veterans.

Alternates

Each member may designate an alternate to represent them on the Leadership Council. The alternate must be from the same organization or sector that the member represents. The alternate may vote and serve on the member's behalf in the absence of the primary member. It is the intent of the Leadership Council that alternate members stay informed on issues coming before the Leadership Council.

Leadership Council Member Selection

Members of the Leadership Council are either assigned by their representative entities or nominated and approved by the full Leadership Council. The LMH CoC or a designated committee will recruit members by conducting ongoing outreach to members of the public and private sectors as listed above. When particular gaps in membership are identified, the LMH CoC or designated committee will target missing constituencies

and brainstorm agencies and names. The LMH CoC or designated committee will then develop a recruitment plan with goals, timelines, and assignments. The recruitment plan will prioritize organizations and individuals to be recruited, specifically:

- Organizations or individuals that may help attract other new participants.
- Organizations or individuals that may help the LMH CoC reach some of its goals.
- Organizations that may provide different viewpoints on these issues.

Ideally, face-to-face meetings will be the primary method used for targeted recruitment efforts, especially for those potential members that are a high priority. In preparing for these meetings, the LMH CoC or designated committee will conduct background research on an organization and its staff. The LMH CoC will document all efforts to recruit Leadership Council members.

Once a new member is successfully recruited, the LMH CoC or designated committee or staff, at a minimum, will provide new members with a brief orientation that includes the following:

- Background information on the LMH CoC and the Leadership Council
- The 10 Year Plan to End Homelessness and any other strategic (or annual) plans
- Organizational structure of the LMH CoC
- Meeting dates of the Leadership Council and any committee meetings
- Membership roster and contact information
- Other resources to engage new stakeholders.

The Leadership Council membership process outlined above will be reviewed and approved by LMH CoC at least every five years.

Leadership Council Co-Chairs

Two co-chairs will lead the Leadership Council, one from the private sector, and one from the public sector. The co-chairpersons will be selected by an annual election, by a majority vote.

Leadership Council Executive Committee

The Executive Committee shall consist of the Leadership Council co-chairs, two additional members from Category 1, and two additional members from Category 2. The Executive Committee may include other Leadership Council members for selected items or activities. Additionally, on an as-needed basis, community stakeholders may be invited to participate in an advisory capacity.

The Executive Committee shall meet the month prior to the full Leadership Council meeting.

Meetings

Leadership Council Meetings

The Leadership Council meets every two months and is the final decision-making body of the LMH CoC. It sets its schedule at the beginning of each calendar year and publicly

distributes dates, times, and locations for all meetings. LMH CoC participants and other members of the public are encouraged to attend.

The LMH CoC works to ensure that all meetings are meaningful and action oriented. To accomplish this:

- Each meeting will have a clear purpose.
- All members will be prepared for the meetings.
- An agenda and other relevant items (e.g. previous meeting minutes, etc.) will be provided and posted to the public in advance of the meeting consistent with the Brown Act.
- Opportunities for public comment will be provided consistent with the Brown Act.
- Length of the meetings will be controlled by following as closely as possible an agenda that specifies time allotments for each topic to be covered.
- Next steps and responsibilities will be assigned to specific members to ensure that meetings result in action.
- Complete and concise meeting minutes will be created and distributed.
- Members will strive to complete their assignments within the allotted time frame.
- The group will periodically self-assess its performance.

Meetings are conducted in an informal manner, observing Roberts's Rules of Order to the degree necessary.

Decision-Making Process

The Leadership Council will strive at all times for consensus in making decisions. When consensus cannot be reached, decisions will be made by a majority vote of the members present. A roll call vote may be conducted upon request. All formal decisions require a quorum of the assigned, seated group's membership. A quorum is defined as 50% plus 1. Each Leadership Council member, or their alternate, has one vote. Leadership Council members are bound by all decisions whether or not present at meetings in which the decisions were made.

Chapter IV: Committees

Committee Descriptions

To accomplish its goals, the following **standing committees** support the Leadership Council and CoC's work:

- 1) **Executive Committee.** Members will include Leadership Council co-chairs, two additional members from Category 1, and two additional members from Category 2. The Executive Committee may include other Leadership Council members for selected items or activities. Additionally, on an as-needed basis, community stakeholders may be invited to participate in an advisory capacity.
- 2) **Oversight Committee (CARS and HMIS).** Members will include, at a minimum, one member of the Executive Committee and a representative from the Collaborative Applicant.
- 3) **Discharge Planning Committee** (Foster Care, Corrections, and Health/Mental Health). Members will include, at a minimum, one Leadership Council Officer and a representative from the Collaborative Applicant.
- 4) **Services and Employment/Income Committee.** Members will include, at a minimum, one member of the Executive Committee and a representative from the Collaborative Applicant.

The Standing Committees will meet at least twice per year.

The Leadership Council also has the authority to create ad-hoc committees, working groups, action teams, and task forces as the need arises. The purpose of these groups will be to develop recommended solutions to the specific issue for which they were created. The groups may be comprised of members of the Leadership Council and/or standing committees and other interested individuals who have expertise in the subject matter.

Committee Roles

Lead Me Home CoC (LMH CoC) Committee Role Descriptions

Each LMH CoC committee has a similar leadership structure. They are comprised of the following roles:

Chair: The Chair, a position that is held by someone who is not a representative of Coalition of Homeless Services Providers, with appropriate subject matter expertise and experience with the issues the group will be tackling, is responsible for:

- Providing leadership and ensuring the group functions properly
- Facilitating group meetings as needed
- Promoting the group's interests and policy decisions
- Staying abreast of and available for updates of group activities.

Co-Chair: The Co-chair, a position that is held by a Coalition of Homeless Services Providers representative, is responsible for:

- Facilitating group meetings
- Encouraging relevant homeless service-related provider participation
- Leading the implementation of the *Lead Me Home* Plan's priorities, strategies, and action steps
- Ensuring the execution of the annual work plan of the group
- Informing the Leadership Council of the group's activities
- Keeping Chair informed and abreast of committee work.

The Chair and Co-Chair positions are appointed by the Leadership Council. The Chair and Co-Chair positions have no terms.

Members: Committee members, positions that are held by various community, nonprofit, faith-based, private, and local government agency stakeholders from San Benito County and Monterey County, are responsible for:

- Attending group meetings
- Working to implement the priorities, strategies, and action steps of the group
- Informing their communities of the group's activities.

Staff: The groups are staffed by local government agency and/or nonprofit staff members, who are responsible for:

- Scheduling group meetings and finding meeting space
- Ensuring members' attendance at meetings
- Staying connected to the issues of the committee
- Carrying out tasks as directed by Chair and Co-Chair
- Taking meeting notes/minutes and being conduit for communication
- Provide meeting reminders/notifications, to include an agenda and other related meeting items.

Meetings

LMH CoC Committees meet at least twice per year. They may also meet monthly or more frequently depending on the tasks to be accomplished. LMH CoC Committee Chairs and/or Co-Chairs will provide a written and verbal report on their committee's progress at the first and third quarter meetings of the Leadership Council.

Chapter V: Code of Conduct and Conflict of Interest

Code of Conduct

The following Code of Conduct provides a foundation of ethics for the Monterey and San Benito Counties LMH CoC.

1. The LMH CoC prohibits solicitation and acceptance of gifts or gratuities (anything of monetary value) by officers, employees, and agents for their personal benefit. If the gift would not have been offered if you did not have your position, then you should decline accepting the gift.
2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. (2 CFR § 200.318(c)(1)).
3. The LMH CoC promotes impartiality in performing official duties and prohibits any activity representing a conflict of interest. You should not act on a matter if a reasonable person who knew the circumstances of the situation could legitimately question your fairness.
4. The LMH CoC prohibits the misuse of position. You cannot use your position with the CoC for your own personal gain or for the benefit of family or friends.
5. LMH CoC Leadership Council members, employees, and agents shall put forth honest effort in the performance of their duties.
6. LMH CoC Leadership Council members, employees, and agents shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
7. LMH CoC Leadership Council members, employees, and agents shall adhere to all laws and regulations that provide equal opportunity for all people regardless of race, color, religion, sex/gender identity, national origin, ethnicity, sexual orientation, age or disability, AIDS/HIV diagnosis, and any other categories protected under the law.

Violation of this or any portion of this Code of Conduct will be subject to appropriate corrective action. The Code of Conduct is distributed annually to the LMH CoC and the LMH CoC partner agencies.

Conflict of Interest Policy and Annual Statement

Purpose

1. The purpose of this Conflict of Interest policy is to protect the LMH CoC interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer, employee or agent of the LMH CoC or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

Definitions

1. **Covered persons** – This Code of Conduct and Conflict of Interest policy applies to all LMH CoC employees, officers, or agents receiving federal, state, or local funding.
2. **Interested person** – Any member, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
3. **Financial interest** – A person has financial interest if the person has, directly or indirectly, through business, investment, or family:

- a) An ownership or investment interest in any entity with which the CoC has a transaction or arrangement;
- b) A compensation arrangement with the CoC or with any entity or individual with which the CoC has a transaction or arrangement; or
- c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the CoC is negotiating a transaction or arrangement.

Duties and Procedures

1. **Duty to Disclose** – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the LMH CoC. Disclosures must be made at least annually by completing the annual Conflict of Interest statement and prior to any vote.
2. **Recusal of Self** – Any interested person may recuse himself or herself at any time from involvement in any decision or discussion in which the interested person believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. **Determining Whether a Conflict of Interest Exists** – After disclosure of the actual or potential financial interest and all material facts, and after any discussion with the interested person, they shall leave the LMH CoC meeting while the determination of a conflict of interest is discussed and voted upon. The remaining group members shall decide if a conflict of interest exists by a majority vote.
4. **Procedures for Addressing the Conflict of Interest**
 - a) An interested person may present at a LMH CoC meeting a transaction or arrangement, but must disclose actual or potential conflict of interest he/she has in the transaction or arrangement.
 - b) After the presentation, the interested person shall leave the meeting to allow LMH CoC to discuss and vote on the proposed transaction or arrangement involving the possible conflict of interest.
 - c) The LMH CoC shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement that would avoid a conflict of interest.
 - d) After investigation and discussion, the LMH CoC shall determine whether the CoC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - e) If a more advantageous transaction or arrangement is not reasonably available under circumstances not producing a conflict of interest, the LMH CoC shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the CoC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

5. Violations of the Conflict of Interest Policy

- a) If the LMH CoC has reasonable cause to believe that a member has failed to disclose actual or potential conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the LMH CoC determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The meeting minutes shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the group's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

1. A voting member of the LMH CoC who receives compensation, directly or indirectly, from the CoC for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any group or committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the CoC for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the LMH CoC or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the CoC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Annual Statements

1. Each Leadership Council member, principal officer, and member of a committee with CoC delegated powers shall annually sign a statement which affirms such person:
 - a) Has received a copy of the conflict of interest policy
 - b) Has read and understands the policy
 - c) Has agreed to comply with the policy, and
 - d) Understands the LMH CoC is a charitable organization and, in order to maintain its credibility, it must engage primarily in activities which accomplish one or more of its charitable purposes.

2. Each voting member of the LMH CoC shall annually sign a statement which declares whether such person has a conflict of interest.
3. If at any time during the year, the information in the annual statement changes materially, the member shall disclose such changes and revise the annual disclosure form.
4. The LMH CoC shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

Periodic Reviews

To ensure the LMH CoC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its credibility, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to the LMH CoC's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible private benefit or in an excess benefit transaction.

Use of Outside Experts

When conducting the periodic reviews as provided for above, the LMH CoC may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the LMH CoC of its responsibility for ensuring periodic reviews are conducted.

Appendices

Recordkeeping

Per HUD Regulations, collaborative applicants must keep records documenting compliance with HUD requirements (See 24 CFR 578.103). The Executive Officer/staff of the Coalition of Homeless Services Providers, as the LMH CoC's Collaborative Applicant, will keep evidence of the following according to LMH CoC-approved recordkeeping requirements:

- The Leadership Council meets the board structure requirements:
 - Approved copy of a governance charter establishing the Leadership Council and including a written process to select the board, and
 - Leadership Council roster (including Leadership Council members' affiliations / representation(s)).
- The LMH CoC has been established and operated as set forth in the CoC Regulations.
- The LMH CoC and/or the Collaborative Applicant have prepared the application for funds.

- The LMH CoC is compliant with HUD's conflict of interest requirements, including having a conflict of interest policy signed by all Leadership Council members.

Contact information

Administrative Staff to the Leadership Council include representatives from:

Monterey County Department of Social Services-Community Action Partnership (DSS/CAP)

1000 South Main Street, Salinas, CA 93901

Phone: 831-796-1553

Coalition of Homeless Services Providers (CHSP)

1942 Fremont Boulevard, Seaside, CA 93955

Phone: 831-883-3080