

# Lead Me Home

Monterey & San Benito Counties'  
Continuum of Care Board

Governing Charter

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## Introduction

Nationally, a basic, commonly used model for addressing homelessness is called a Continuum of Care (CoC). What is a Continuum of Care?

A CoC represents the totality of services and housing available to individuals and families in crisis/homelessness within a defined geographic region. Monterey and San Benito Counties merged in 2011 to form one single CoC in order to create an integrated, regional approach to addressing homelessness.

In 2009, new federal legislation was enacted by Congress called the HEARTH (Homeless Emergency Assistance & Rapid Transition to Housing) Act – which built upon the former McKinney-Vento legislation, but with a renewed focus on prevention/rapid rehousing and a systems-wide (at all levels - Federal, State & Local) approach to addressing and ending homelessness.

In response, the Monterey and San Benito Counties Continuum of Care developed a new, HEARTH Act-compliant 10 Year Plan to End Homelessness (Plan) called *Lead Me Home*. The plan was adopted in late 2011/early 2012 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 & Purpose

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

Throughout this document, the CoC, or collective body, serving Monterey & San Benito Counties, California is referred to as "Lead Me Home CoC" (LMH CoC). The Lead Me Home CoC is a regional, year-round collective planning body of stakeholders, which coordinates the community's policies, strategies and activities toward ending homelessness. The Lead Me Home CoC's 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/CoC's efforts to address homelessness and acts as the CoC Board for the Lead Me Home 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 & San Benito Counties.

The Lead Me Home CoC is staffed by the Coalition of Homeless Services Providers (CHSP), a local non-profit agency that coordinates the work of homeless providers throughout Monterey & 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' Lead Me Home Continuum of Care ("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 2-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.

### Responsibilities

The Lead Me Home CoC (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:***

- 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
- Participate in the development and implementation of the Consolidated Plan; work to align it with the strategies and goals of the CoC
- 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 an annual Point-in-Time Counts of sheltered homeless persons, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless individuals and families, as HUD requires
- Plan for and conduct, at least biennially, a Point-in-Time Count of unsheltered homeless persons in conjunction with the annual sheltered person count
- Conduct an annual gaps analysis of the needs of homeless people as compared to available housing and services in the CoC

#### ***Operate, Oversee and Coordinate the CoC***

- Develop, follow and update annually this governing charter/policies and procedures
- Facilitate the recruitment of and appointment of membership on the Leadership Council
- In consultation with recipients of homeless funds within the CoC (HUD CoC, ESG, State and local) plan, establish and operate a centralized or coordinated assessment system (known locally as the Coordinated Assessment and Referral System - CARS) that complies with HUD's requirements regarding comprehensive assessments and referrals

- Assess effectiveness, quality, efficiency, access, and availability of homeless services throughout the CoC
- In consultation with CoC Program recipients and subrecipients, develop and implement performance measures that are appropriate to the CoC's population and program types
- Facilitate on-going coordination and collaboration among all the components of the CoC for purposes of service delivery, planning and resource management, fund-raising, and policy and program development
- Strategize to fill gaps in homeless services and housing, avoid duplication, and maximize efficiency in service provision
- Identify homeless housing and service programs that are best practices, 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, program and fiscal issues related to homelessness and prevention
- Coordinate between the local government and all entitlement city departments and agencies on policy, program and fiscal issues related to homelessness and prevention
- The LMH CoC will work with the several jurisdictions within its geographic area that draft and submit Consolidated Plans to HUD. Currently the City of Salinas and the County of Monterey are required to submit separate Consolidated Plans based on the funding they receive. The LMH CoC Leadership Council, and the HMIS Lead Agency will collect and provide any relevant CoC information needed to inform the Consolidated Plans as they are drafted. The CoC Board will also provide feedback in the planning process. The final Consolidated Plans and annual Action Plans will be reviewed by staff and presented to the Leadership Council and CoC as they become available
- The LMH CoC will coordinate with system planning with the CoC Consolidated Application, Emergency Solutions Grants (ESG) funding decisions, other homeless services grants requiring CoC coordination, and development of any relevant Consolidated Plans, per HUD requirements

### ***Design and Operate an HMIS***

- Collect data on needs of the homeless through a single HMIS system, which is administered in compliance with HUD requirements. This includes regular review and revision of the HMIS data privacy plan, data security plan, and data quality plan
- Ensure operation of, and consistent participation by HUD Homeless Assistance Grants programs in the Homeless Management Information System (HMIS)
- Encourage non-HUD funded programs to participate in the HMIS

### ***Oversee Funding Allocations***

- Coordinate a collaborative process for the development of a Continuum of Care Homeless Assistance Grants application to HUD, the contracting of State funds that require CoC oversight to sub-recipients, and oversight of other funding (e.g. ESG) that requires CoC coordination.

- Designate an eligible Collaborative Applicant to apply for grant funding from HUD on behalf of the CoC
- Establish impartial Review and Rank Panels as required for local funding applications
- Establish priorities for funding HUD Homeless Assistance Grants projects that align with local and federal policy priorities
- Approve the final submission of applications in response to HUD Notices of Funding Availability, and other funding sources requiring CoC coordination
- Monitor and evaluate the outcomes of homeless housing and services programs, especially those funded through HUD Homeless Assistance CoC Grants and the State Homeless Coordinating and Financing Council. Include process for providing support for high performers, as well as technical assistance to and taking action against poor performers

## Community Participation

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

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| <ul style="list-style-type: none"> <li>• Homeless service providers and agencies</li> <li>• Local homeless coalitions and networks</li> <li>• Community and faith-based organizations</li> <li>• Nonprofit and for-profit housing developers</li> <li>• Local government representatives, both elected officials and staff</li> <li>• Key civic leaders</li> <li>• Homeless and formerly homeless people</li> <li>• Homeless advocates</li> </ul> | <ul style="list-style-type: none"> <li>• Colleges and universities</li> <li>• Veteran service agencies</li> <li>• Representative of special needs populations such as: <ul style="list-style-type: none"> <li>○ Persons experiencing chronic homelessness</li> <li>○ Veterans</li> <li>○ Persons with serious mental illnesses</li> <li>○ Persons with substance abuse issues</li> <li>○ Persons with HIV/AIDS</li> <li>○ Victims of domestic violence</li> <li>○ Youth</li> </ul> </li> <li>• Religious leaders</li> </ul> |
|---|---|

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Public Housing Authorities</li> <li>• Public and private health care organizations</li> <li>• Mental health service providers and funders</li> <li>• Substance abuse service providers and funders</li> <li>• Foster care</li> <li>• Local job councils</li> <li>• Legal services</li> </ul> | <ul style="list-style-type: none"> <li>• Businesses and business associations</li> <li>• Key members of local planning groups</li> <li>• Employers</li> <li>• Political leaders</li> <li>• Law enforcement and corrections agencies</li> <li>• School districts</li> </ul> |
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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
- Contribute to informed dialog on all action the group undertakes
- Review, comment on and approve local, federal and private proposals for funding, as needed

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### **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 Entry System – known as Coordinated Assessment and Referral System (CARS) locally
- Collect needs data through the annual Sheltered Point-In-Time Homeless Census and Housing Inventory Count
- Conduct the Unsheltered Point-In-Time Homeless Census at least every other year
- 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 general membership and 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.

The Leadership Council, as the CoC Board, and its various supporting committees leads the efforts of ensuring these activities are achieved.

#### ***Leadership Council Member Responsibilities***

The wide array of tasks involved in leading and operating the Lead Me Home CoC (LMH CoC) include the following:

##### Communication:

- Attending Leadership Council meetings
- Maintaining communications between stakeholders
- Responding to and communicating with the media including preparing and executing advocacy alerts, scheduling presentations to community groups, issuing press releases and increasing awareness of homelessness issues
- Maintaining contact with state, county, and federal agencies that work on issues impacting people experiencing homelessness

- Keeping local leaders informed through regular reporting of progress on the LMH CoC's goals, objectives, and strategic plans, including committee reports and all other relevant matters
- 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 evaluation of the performance of ESG recipients and sub-recipients.

#### Coordination and Advocacy

- Organizing and leading needs assessment activities, including a point-in-time count
- Managing the long-range planning process
- Building partnerships
- Overseeing system coordination
- Assessing progress of system change
- Keeping abreast with and participating in legislative issues affecting homelessness
- Review and understand program performance and system-wide analyses of strengths and gaps presented at meetings or gleaned from involvement with the local community
- Designate Collaborative Applicant/Lead Agency for 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

- Managing and overseeing the preparation of the HUD Continuum of Care application, to include designating the CoC Collaborative Applicant.
- Establishing impartial Review and Rank Panels as required for local funding applications.
- Overseeing completion of other funding applications, such as Emergency Solutions Grant (ESG) applications and state funded homeless services grant programs

#### Providing Support

- Arranging technical assistance and training to providers as needed
- Organizing and facilitating meetings
- Establishing organizational plans, policies, and procedures as necessary for effective operation of the LMH CoC

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### Leadership Council Membership

## ***Membership of the Leadership Council***

The Leadership Council is comprised of 21 total 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. Nine (9) 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 other 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 (9) – two-year term limits**

- (5) Designated for the following categories of LMH participants
  - (1) Homeless or formerly homeless persons
  - (2) Homeless service providers and agencies
  - (1) Philanthropy
  - (1) Faith-based organizations
- (4) Representatives designated comprised of other community representatives that include, but are not limited to:
  - Nonprofit and for profit housing developers
  - Public and private health care organizations
  - Homeless Advocates
  - Other mainstream and/or nonprofit service providers to include, but not be limited to; mental health, recovery, domestic violence, legal services, re-entry programs, foster care, employment programs, business associations, law enforcement, Veterans and youth.

## ***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 Administration and Implementation Committee (A&I Committee) (see “[Chapter IV: Committees](#)” for description) provides recruitment support by conducting ongoing outreach to members of the public and private sectors (as listed above). When a particular gap(s) in membership is identified, the A&I Committee will target missing constituencies and brainstorm agencies and names. The A&I 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 A&I Committee will conduct background research on an organization and its staff. The A&I Committee will document all efforts to recruit Leadership Council members.

Once a new member is successfully recruited, the A&I Committee, at 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
- Meeting dates
- Membership 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 5 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.

### ***Executive Committee***

The Executive Committee shall consist of the Leadership Council co-chairs and include 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.

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## **Meetings**

### ***Leadership Council Meetings***

The Leadership Council meets bi-monthly (i.e. every 2 months) and it is the final decision-making body of the Lead Me Home CoC (LMH CoC), as a whole. 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 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 provided consistent with the Brown Act
- Length of meetings will be controlled by following as closely as possible an agenda that specifies time allotments for each topic to be covered
- To ensure that meetings result in action, group members will discuss next steps and assign responsibilities to members
- 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 decision making. When consensus cannot be reached, decisions/actions will be made by majority vote of the members present. A roll call vote may be conducted upon request. All formal decisions/actions require a quorum of the assigned, seated group's membership. A quorum is defined as 50% plus 1. Each Leadership Council member, or her/his designated representative or alternate, has one vote. Leadership Council members are bound by all decisions/actions whether or not present at meetings in which the decisions/actions were made.

## Chapter IV: Committees

### Committee Descriptions

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

- 1) Housing Pipeline Committee: Membership on this committee will include, at minimum, one of the Council Officers and a representative from the Collaborative Applicant.
- 2) Services & Employment/Income Committee: Membership on this committee will include, at minimum, one of the Council Officers and a representative from the Collaborative Applicant.
- 3) Coordinated Assessment and Referral System (CARS) Committee: Membership on this committee will include, at minimum, one of the Council Officers and a representative from the Collaborative Applicant.
- 4) Discharge Planning Committee (with Foster Care, Corrections, & Health/Mental Health Action Teams): Membership on this committee will include, at minimum, one of the Council Officers and a representative from the Collaborative Applicant.
- 5) The Administration and Implementation Committee, along with the Administrative Staff to the Leadership Council, is responsible for Leadership Council meeting preparation. This includes reserving the meeting space, preparing and sending agendas, minutes, and other meeting logistics. Membership on this committee will include, at minimum, one of the Leadership Council Officers and a representative from the Collaborative Applicant.
- 6) Oversight committee – HMIS and CARS

The Lead Me Home CoC 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:** Group members, positions that are held by various community, non-profit, 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' Staff, positions that are held by local government agency and/or nonprofit staff members, 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

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## Meetings

LMH CoC Committees meet quarterly at minimum or bi-monthly. 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.

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## Chapter V: Code of Conduct and Conflict of Interest

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### Code of Conduct

The following Code of Conduct provides a foundation of ethics for the Monterey & San Benito Counties' Lead Me Home CoC (LMH CoC).



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.

1. 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.
2. The LMH CoC prohibits the misuse of position. You cannot use your position with the Continuum for your own personal gain or for the benefit of family or friends.
3. LMH CoC Officers, employees and agents shall put forth honest effort in the performance of their duties.
4. LMH CoC Officers, employees and agents shall put forth honest effort in the performance of their duties.
5. LMH CoC Officers, employees and agents shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
6. LMH CoC Officers, 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.

Violation of this or any portion of this code of conduct will be subject to disciplinary action which could include immediate termination. The code of conduct is distributed annually to the LMH CoC, annually to the LMH CoC partner agencies.

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## Conflict of Interest Policy & Annual Statement

### ***Purpose***

1. The purpose of this conflict of interest policy is to protect the Monterey & San Benito Counties' Lead Me Home Continuum of Care (LMH CoC or 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. **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.
2. **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.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the LMH CoC decides that a conflict of interest exists, in accordance with this policy.

### ***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.

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 financial interest and all material facts, and after any discussion with the interested person, he/she 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.

### **4. Procedures for Addressing the Conflict of Interest**

a) An interested person may make a presentation at a LMH CoC meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b) The LMH CoC shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c) After exercising due diligence, 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.

d) If a more advantageous transaction or arrangement is not reasonably possible 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 a member has failed to disclose actual or possible 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 minutes of the LMH CoC group shall contain:

- a) 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.
- b) 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***

- a) 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.
- b) 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.
- c) 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 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 charitable 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 is an interested person.

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:

a) Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.

b) 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 inurement or 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.

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## 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: 831-755-4484

**Coalition of Homeless Services Providers (CHSP)**

1942 Fremont Boulevard, Seaside, CA 93955

Phone: 831-883-3080