

Governance Charter

Siouxland Coalition to End Homelessness

Overview

The Siouxland Coalition to End Homelessness (SCEH) serves as the Continuum of Care (CoC) organization for Sioux City, Iowa, Woodbury County, Iowa and Dakota County, Nebraska. The SCEH is a group of individuals, organizations, business and government that serves as the community planning body that works to prevent homelessness in its area.

Its members provide a broad range of homeless prevention and intervention services to the community. Its member agencies work to meet the specific needs of people who are homeless, and assist them in moving to stable housing and maximizing their personal self-sufficiency.

Any organization, business, government or individual is welcome to join the SCEH; the only qualification is a commitment to seeing the end to homelessness as we know it in Siouxland. The SCEH seeks to foster and develop programs to address the various needs and to ensure they are implemented and delivered with integrity and excellence.

Purpose

The SCEH serves as a primary decision making group and oversight organization for funding received from the US Department of Housing and Urban Development under the McKinney-Vento Homeless Assistance Act, as well as the HEARTH Act of 2009, and the CoC rules and regulations as issued by the US Department of Housing and Urban Development, as amended from time to time.

The mission of the SCEH is to eliminate and prevent homelessness through collaborative planning, advocacy and funding of a system of housing and supportive service. (SCEH By-Laws)

Governance Charter

Siouxland Coalition to End Homelessness

Authority

The SCEH is incorporated under the laws of the State of Iowa and is recognized by the US Internal Revenue Service as a 501(c)3 organization. The US Department of Housing and Urban Development has designated the SCEH as IA-500-SiouxCity/Dakota, Woodbury Counties CoC.

The collaborative applicant (CA) for the CoC programs and the SCEH is the City of Sioux City, Iowa.

Responsibilities

As the designated CoC organization for Sioux City and Dakota and Woodbury counties, the SCEH works with the City of Sioux City as the Collaborative Applicant (CA), to fulfill three major roles, as outlined in the CoC Interim Rule (24 CFR 578):

Operate the CoC.

This includes:

- hold regular meetings of the full membership with published agendas at least semi-annually ;
- invite new members to join the CoC at least on an annual basis;
- adopt and follow a written process to select members of its board of directors who are empowered to act on behalf of the CoC;
- Review, update and approve by full CoC membership above process at least every five years;
- appoint committees, sub-committees, or work groups as it may deem necessary and advisable;
- in consultation with the City of Sioux City as the CA, and the Homeless Management Information System (HMIS) Lead Agency, develop, follow and annually update, a governance charter, which will include procedures and policies needed to comply with the CoC requirements as currently mandated by the US Department of Housing and Urban Development;
- implement a Code of Conduct for members of its Board of Directors and/or any other person acting on behalf of the CoC;

Governance Charter

Siouxland Coalition to End Homelessness

- consult with recipients and sub-recipients of CoC funding to establish performance targets appropriate for the population and program type, to monitor recipient and sub-recipient performance, to evaluate outcomes, and to take necessary action to address recipients or sub-recipients whose program results indicate substandard performance;
- evaluate outcomes of projects funded under the Emergency Solutions Grant program (ESG) and the CoC program, and report and review those outcomes with the US Department of Housing and Urban Development;
- establish and operate a coordinated assessment system that provides an initial comprehensive assessment and analysis of the needs of individuals and families requesting housing and services and endeavor to connect those individuals and families with service providers able to meet their needs; and
- in consultation with recipients of ESG funds within the CoC geographic area, establish and follow written standards for providing assistance. These written standards must include all elements as required by the US Department of Housing and Urban Development for the ESG program funds.

Designate and Oversee a Homeless Management Information System (HMIS).

The CoC will:

- designate a single HMIS for the geographic area;
- designate an eligible provider to manage the HMIS system for the CoC and serve as the HMIS lead;
- prepare, review, and revise as necessary a plan to preserve client and family privacy, protect agency data, and ensure data quality for the HMIS;
- ensure the consistent participation of recipients and sub-recipients of CoC and ESG funding in the HMIS; and
- in cooperation with the HMIS Lead, be charged with the responsibility to ensure that the HMIS is operated and administered in compliance with all requirements of the US Department of Housing and Urban Development and any applicable state or federal laws that may also govern its usage.

Governance Charter

Siouxland Coalition to End Homelessness

Continuum of Care Planning.

The CoC will:

- develop a plan that includes the coordination of housing and supportive services within the geographic area to best meet the needs of homeless individuals;
- ensure a plan that will encompass but is not limited to outreach engagement and assessment, sheltering housing and various supportive services, and homeless prevention strategies;
- plan and conduct annually a Point-in-Time (PIT) count of homeless individuals within the CoC geographic area
- conduct the PIT count within the guidelines issued by the US Department of Housing and Urban Development and report its results to HUD and various other interested parties in a timely fashion;
- conduct at least annually an analysis of gaps, shortfalls, and unmet needs in the provision of homeless services that are available within the geographic;
- provide information that may be required by the City of Sioux City and other city, county and state governments within the CoC geographic area in order to complete the entity consolidated plan; and
- consult with state and local governments and ESG program recipients regarding the allocation of ESG funds and the review and evaluation of performance measures of ESG recipients.

HMIS Lead

The SCEH has selected the Iowa Institute for Community Alliances (IICA) to operate the HMIS for the CoC. The current software product supported by IICA is ServicePoint, which is a product of Bowman Systems.

- IICA will ensure that the HMIS is operated in accordance with the HMIS data and technical standards as outlined in 69 FR 1406. IICA will review and ensure at least annually that it is in compliance with data and technical standards. IICA will notify the CoC of any deficiencies and a corrective action plan if required.
- IICA will maintain operational policies and procedures for the operation of the HMIS including but not limited to; privacy, security, and data quality.
- IICA will provide regular on-going training and technical assistance to support all recipients and sub-recipients in use of the HMIS system. This training may be conducted in-person or web based.

Governance Charter

Siouxland Coalition to End Homelessness

- IICA will monitor and report to the CoC on the CoC recipients and their utilization of the HMIS. IICA will provide assistance to the CoC to develop plans to correct data quality issues, as well as improve participation rates.
- IICA will work collaboratively with the CoC to create performance outcome reports consistent with the requirements of the McKinney-Vento Act as amended by the HEARTH Act, as well as the interim and final CoC regulations as issued by the US Department of Housing and Urban Development.
- IICA will manage the collection of data required for the annual homeless assessment report and enter data into the Homeless Data Exchange (HDX) on behalf of the CoC.
- IICA will assist recipients and the CoC in the completion of various required reports including but not limited to the CoC annual performance reports and the annual performance report for ESG.

Continuum Policies

- The SCEH in its function as the CoC organization for Sioux City, IA, Woodbury County, Iowa and Dakota County, Nebraska is governed through by-laws that were adopted and approved by the membership of the CoC on May 22, 2013. Those governing by-laws are incorporated by reference here and attached as Appendix A. The by-laws specify the responsibilities, membership, officers, standing and ad hoc committees, meeting schedule, and revision process for the organization.
- No member of the CoC will participate in a committee whether standing or ad hoc that participates in the review, ranking selection, or award of any grant funds in which the member or its agency has a financial interest. Any member with a parent, sibling, child, niece, nephew, or a person with whom they co-habitat that may have a financial interest in a grant will also recuse themselves from consideration of that item.

Members of the CoC will disclose potential conflicts of interest they may have regarding any matters that may come before them in any committee or session of the CoC. The CoC will operate under conflict of interest regulations as published in Iowa Code 68B.2A, as well as the requirement of the interim rule of the CoC program as specified in 24 CFR 578.95.

- The members, officers, and committee members of the CoC will be selected on a non-discriminatory basis with respect to race, color, nation origin, age, disability, religion, gender, sexual orientation, and any other state or federal protected group.

Governance Charter

Siouxland Coalition to End Homelessness

- As the CA, the permanent records of the CoC, including but not limited to, minutes of meetings, by-laws, income and expenses, contracts and other agreements with the HMIS Lead, will be maintained by the City of Sioux City.
- The SCEH will file IRS Form 990 as required by federal regulation. The City of Sioux City, as CA, will be responsible for the filing of the form 990.
- In the CoC Interim Rule (CFR 578.11(b)) the US Department of Housing and Urban Development has allowed certain CoC's to apply as unified funding agencies (UFA). The SCEH is not and does not intend to apply to operate as a UFA.

**Governance Charter
Siouxland Coalition to End Homelessness**

Appendix A

SIUXLAND COALITION TO END HOMELESSNESS

Bylaws

As Amended by the Siouxland Coalition to End Homelessness, _____ May 25____, 2013

ARTICLE I - NAME

The name of this organization shall be the Siouxland Coalition to End Homelessness (“SCEH”). This Coalition includes all agencies in the Sioux City, Woodbury/Dakota County CoC.

ARTICLE II – MISSION

The mission of the Siouxland Coalition to End Homelessness is to eliminate and prevent homelessness through collaborative planning, advocacy and awareness, and funding of a continuum of care for housing and supportive services.

ARTICLE III – RESPONSIBILITIES

Section 1 - Duties of the SCEH Member Agencies and Board

The duties of SCEH Member Agencies and Board include, but are not limited to, the following:

1. Develop and implement a ten year plan to address homelessness in Woodbury and Dakota Counties.
2. Increase public awareness and education about homelessness.
3. On an annual basis, provide significant input, monitor and oversee the completion of the SCEH’s Continuum of Care application to the federal Department of Housing and Urban Development under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, and the the McKinney-Vento Homeless Assistance Act of 1987, hereafter referenced as HEARTH Act.
4. Conduct and attend regularly scheduled SCEH and committee meetings.
5. Maintain minutes of all SCEH meetings.
6. Attend Iowa Council on Homelessness (ICH) meetings to keep informed of state-wide activity regarding the issue of homelessness.
7. Deposit all monies received with a third-party financial institution.
8. Consult with the City of Sioux City regarding funding priorities and projects, including Emergency Solutions Grant (ESG) funding.

Governance Charter

Siouxland Coalition to End Homelessness

Section 2 - Additional Powers of the SCEH Board

Additional duties of the SCEH Board include, but are not limited to, the following:

1. The Board shall have full power and authority to establish policy in the operation of the Coalition by: a) developing by-laws to govern the SCEH's operations and b) developing policies, guidelines, and programs for acquisition and distribution of funds.
2. The Board shall have the authority to: a) solicit funding and b) make application for grants to promote projects that will assist with homelessness issues.

ARTICLE IV - MEMBERSHIP

Section 1 - General

To the extent feasible, the membership of the Coalition shall represent the diverse population residing in Woodbury County, Iowa and Dakota County, Nebraska. The Coalition shall seek membership and participation from consumers, advocacy organizations, providers, government agency representatives, business and other interested parties facilitate collaboration across Woodbury and Dakota Counties to address the needs of the homeless, alleviate and prevent homelessness, and share information regarding programs, services and opportunities.

Section 2 - Non-Discrimination

The Siouxland Coalition to End Homelessness does not discriminate in any of its programs and activities pursuant to federal, state, and local civil rights.

Section 3 - Member Agency and General Membership

1. The Siouxland Coalition to End Homelessness shall consist of: voting members representing CoC provider agencies including, but not limited to: emergency shelters, transitional housing providers, permanent supportive housing providers, domestic violence shelters, local homeless service providers, and community-based social service organizations, and other members from the general public including, but not limited to: homeless or formerly homeless persons and family members, faith-based organizations, private business, and local government.
2. In order to become a voting agency member, an agency must attend a meeting and request to become a voting member. Each agency will have only one vote. Member agencies may be represented by an employee. That employee need not be the same individual at each meeting.
3. In order to become a voting general public member, an individual must attend a meeting and request to become a voting member.
4. If accepted into membership, agency and general public members will not be able to vote until the next meeting.

Governance Charter

Siouxland Coalition to End Homelessness

5. The Board Secretary will provide a membership form to each new person attending a SCEH meeting. That person will complete the membership form. If the membership is for an agency, the form will also indicate the name of the person eligible to cast a vote for that agency.
6. The voting members of the Coalition shall have responsibility for electing members to the Coalition Board and filling vacancies as they may arise.
7. All Member Agencies and General Public Members of the Coalition will serve on at least one of the standing committees.

Section 4 - Board of Directors Membership

1. The Board of Directors of the Siouxland Coalition to End Homelessness shall consist of a minimum of 11 members and a maximum of 15 members. The majority of the Board will consist of representatives from active CoC provider agencies including, but not limited to: emergency shelters, transitional housing providers, permanent supportive housing providers, domestic violence shelters, local homeless service providers, and community-based social service organizations, and other members from the general public including, but not limited to: homeless or formerly homeless persons and family members, faith-based organizations, private business, and local government. No more than two members of the Board may be from the same agency. The Continuum of Care Lead Agency shall have one position on the Board, *ex-officio*.
2. The Board Members of the Coalition shall have responsibility for: 1) nominating individuals to serve as members to the Coalition Board; 2) approving the minutes, treasurer's report, and meeting adjournment accepting; 3) approving the recommendation of the Project Monitoring and Development Committee with regards to the CoC consolidated application to HUD for Supportive Housing Program funding; 4) conducting all other planning and business; and 5) other duties that fall outside of the realm of Member Agency voting responsibility.

Section 5 - Board Terms of Service

1. Each Board Member shall serve for terms of two years each and may be reappointed for subsequent terms if they are nominated and elected for subsequent terms.
2. All terms will begin on July 1st of each year.
3. The Coalition voting members shall elect the Board Members annually in May of each year.

ARTICLE V – OFFICERS

Section 1 - Officers

The officers of the Coalition shall be the Chair, Vice-Chair, Secretary, and Treasurer.

Governance Charter

Siouxland Coalition to End Homelessness

Section 2 - Nomination and Election

1. The board shall solicit nominations and nominate persons for chair, vice-chair, secretary, and treasurer for consideration and election by the entire Coalition voting members.
2. Election of an individual member or of a slate nominated by the committee will normally take place at the regular meetings, but may be called at another date at the discretion of the chair, if the regular meeting date is unduly distant.
3. The Board may appoint a subcommittee of board members to work on nominations.

Section 3 -Terms of Office

Officers shall be elected for a two- year term.

Section 4 - Duties

Duties of the officers are as follows:

1. The Chair shall:
 - a. Coordinate activities of the Coalition, and work closely with appropriate SCEH Provider Agencies.
 - b. Set the agenda and preside at Coalition meetings
 - c. Serve as a liaison between the Coalition and other groups and organizations,
 - d. Communicate with and regularly report to the Coalition,
 - e. Perform other miscellaneous functions, as developed or designated by the Coalition.
 - f. Sign reports, agreements and government required filings on behalf of the SCEH
2. The Vice-Chairperson shall:
 - a. Assume the Chairperson's duties if the Chairperson is unable to do so;
 - b. In the case of permanent inability of the Chairperson, act temporarily as Chairperson until the Coalition selects and elects a new Chairperson;
3. The Secretary shall:
 - a. Ensure that all minutes of meetings and records of the Coalition's business shall be compiled and preserved. All minutes and records of the Coalition shall be maintained by the CoC Lead Agency; and
 - b. Distribute minutes of meetings to the membership;
 - c. Maintain a list of currently active agencies and their representatives;
 - d. Perform other duties, as designated by the Coalition.
4. The Treasurer shall:
 - a. Manage the finances of the SCEH, open a bank account and deposits funds in that account and manage the signers on the account. The signers shall be members of the Coalition board.
 - b. Prepare and present a Treasurer's Report for approval at regularly scheduled Coalition meetings.
 - c. In the absence of the secretary in the meeting, serve as secretary.

Governance Charter
Siouxland Coalition to End Homelessness
ARTICLE VI – STANDING AND AD HOC COMMITTEES

Section 1 - Committee Membership

1. Member agencies and General Public Members will commit to serve on at least 1 standing committee of the Coalition.
2. Confirmation of individual members to a committee will normally take place at the July meeting, but may be called at another date at the discretion of the Executive Committee.
3. Efforts shall be made to balance all committees with members from the diverse groups represented by the Coalition, including public and private organizations, consumers and family members, if appropriate.

Section 2 - Reports

Except as otherwise provided by the Coalition, all committees shall maintain written agendas and/or minutes which shall be provided to the Coalition Secretary and be made available to the Coalition. Each committee chair shall report its activities to the Coalition as necessary.

Section 3 - Meetings

1. All committees shall meet at such time and place as designated by the Chair of the committee.
2. All committees, shall meet a minimum of four (4) times per calendar year.
3. The Executive Committee shall meet as needed and as determined by the Chair or the Vice Chair
4. Participation by members of committees may be via telephone conference calls or electronic communication.

Section 4 - Standing Committees

1. The standing committees of the Coalition are the following: Executive Committee, Project Monitoring/Development Committee, Data and Performance Management/Point In Time Count Committee, Grant Committee, and Public Awareness and Advocacy Committee.
2. Each Standing Committee shall consist of at least three members of the Coalition. The Chair of each Standing Committee must be a representative of a Member Agency of the Coalition. Each Standing Committee, except the Executive Committee, shall elect its own chair.
3. Executive Committee
 - a. The Executive Committee shall consist of the chair, vice chair, secretary, and treasurer of the SCEH Board of Directors, and the Board member of the Coc Lead Agency.
 - b. The Chair of the Board of Directors shall serve as the chair of the Executive Committee.
 - c. The Executive Committee shall be responsible for reviewing and making recommendations for amendments or changes to the by-laws.

Governance Charter

Siouxland Coalition to End Homelessness

- d. The Committee shall address SCEH organizational structure and increase participation in the SCEH and mainstream programs.
 - e. The Committee shall carry out the business of the Coalition between regularly scheduled Coalition meetings.
 - f. The Committee shall attend the bi-monthly meetings of the ICH via ICN.
 - g. The Committee shall report on issues both legislative and within the ICH which impacts the SCEH and the homeless populations we serve.
4. Project Monitoring/Development Committee
- a. The Project Monitoring/Development Committee shall consist of at least one representative from each of the SHP-funded agencies and at least 3 Coalition members who are not SHP or ESG grantees.
 - b. The Committee shall solicit, receive, and review the Project Applications requesting approval to be submitted to HUD with SCEH's Consolidated application for funding under the HEARTH Act.
 - c. The Committee shall make recommendations to the SCEH Board of Directors regarding Project Applications which should be accepted or rejected as part of SCEH's Consolidated application to HUD for funding under the HEARTH Act.
 - d. The Committee shall monitor funded project progress quarterly to ensure timely spending of awarded funds and progress toward meeting HUD's housing and employment standards.
 - e. The Committee shall assess and monitor the housing needs across the entire spectrum of the CoC to ensure that there is adequate safe, sanitary, affordable housing for individuals and families, including special populations.
 - f. The Committee shall work with representatives from DHS Foster Care, Health Care, Mental Health, and Corrections to assess and coordinate discharge activity within our community in order to ensure that clients are not being discharged into a state of homelessness.
 - g. The Committee shall assess and coordinate the transportation needs of the homeless population
5. Data and Performance Management/Point In Time Count Committee
- a. The Data and Performance Management/Point In Time Count Committee shall consist of at least one licensed ServicePoint user from each of the Member Agencies that utilizes ServicePoint as well as other Member Agency representatives interested in data quality and the Point In Time Count.
 - b. The Committee shall monitor data collection processes and HMIS data in ServicePoint to ensure compliance with IICA and HUD standards.
 - c. The Committee shall promote participation in HMIS/ServicePoint among all shelters and homeless service providers.
 - d. The Committee shall work with IICA to acquire ServicePoint licenses, training, and system updates for shelters and homeless service providers.
 - e. The Committee shall coordinate and conduct the annual Point In Time Count of homeless persons as required by HUD.

Governance Charter

Siouxland Coalition to End Homelessness

6. Grant Committee
 - a. The Grant Committee shall consist of at least one representative from each of the current SHP-funded agencies, at least one representative from any agency submitting a new project application(s) as well as other Member Agency representatives in the Consolidated HUD SHP grant application.
 - b. The Committee shall participate annually in the development of the SCEH's application to the U.S. Department of Housing and Urban Development (HUD) for funding under the HEARTH Act.
 - c. Individual Committee Members representing Member Agencies submitting a project application(s) shall participate annually in the development and submission of their agency's project application to the SCEH Project Monitoring/Development Committee to be reviewed and accepted or rejected by the committee prior to being submitted with SCEH's Consolidated application to HUD for funding under the HEARTH Act.
7. Public Awareness and Advocacy Committee
 - a. The Public Awareness and Advocacy Committee shall be responsible for increasing the public's awareness about homelessness in the Sioux City/Woodbury and Dakota Counties CoC.
 - b. The Committee will increase awareness of the need to provide housing and supportive services to the homeless/chronically homeless.
 - c. The Committee will coordinate with local, state and national organizations to promote homeless awareness events and campaigns.

Governance Charter

Siouxland Coalition to End Homelessness

Section 5 - Ad Hoc Committees

The Coalition chair may create Ad-Hoc committees as necessary to fulfill the work of the Coalition. The Coalition chair shall appoint at least three voting members of the Coalition to serve on each Ad-Hoc Committee, with additional members appointed by the Committee chair as necessary. Ad-Hoc committees shall select their own chair.

ARTICLE VII – MEETINGS

Section 1 - Meetings

1. Regular meetings of the Siouxland Coalition to End Homelessness will convene on the fourth Wednesday of every alternate month beginning at 1 p.m. on the following schedule, whenever practical: January, March, May, July, September, and November.
2. The Executive Committee may call one or more additional Coalition meetings with appropriate notice to all members throughout the year, as the need may arise.
3. The Coalition shall comply and conform to the Iowa Open Meetings Law and the Public Records Law. The CoC Lead Agency shall be the official repository of Coalition records.

Section 2 - Voting Rights

1. Each Agency member shall designate a representative to serve as the voting member on the Coalition and each shall have one vote. Each General member shall have one vote.
2. Under general ethical principals regarding conflict of interest in Iowa Code Chapter 68B (Conflicts of Interest), members of the Coalition and of the Board shall recuse themselves when they have or anticipate having a direct financial stake in the outcome of a Coalition decision, independent of their status as providers of services to the homeless.

Section 3 - Quorum

1. At any regular meeting of the entire coalition where there is an election by the agency and general voting members, 51% of the voting members shall constitute a quorum. If during the meeting the number of members present is reduced below a quorum, the meeting may continue but no vote may be taken. A majority of the quorum is needed to elect a person to the board.
2. At any Board of Directors meeting where there is action taken by the Board, 51% of the current board members shall constitute a quorum. If during the meeting the number of board members present is reduced below a quorum, the meeting may continue but no vote may be taken. A majority of the quorum is needed to approve any matter put to a vote.

