

GOVERNANCE CHARTER

LOUISIANA BALANCE OF STATE CONTINUUM OF CARE

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OVERVIEW

BACKGROUND

The Louisiana Balance of State Continuum of Care (LA BOSCO) was created in 2015 to provide for the efficient, effective, and ethical delivery of housing and supportive services to people who are experiencing homelessness or at risk of experiencing homelessness throughout its membership area.

PURPOSE

In addition to submitting an annual application to the annual U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program Notice of Funding Availability (NOFA), the LA BOSCO's major functions are as follows:

- Ensuring the efficient, effective, and ethical delivery of housing and supportive services;
- Providing training, technical assistance, and leadership to providers of homeless services;
- Promoting community-wide commitment to the goal of ending homelessness;
- Educating the public, public officials, and other stakeholders about homelessness and homeless services.

GOVERNANCE CHARTER

This Governance Charter ("Charter") details the operations and structure of the LA BOSCO, including those of the Collaborative Applicant and HMIS Lead. It has been designed to meet all federal requirements for operating a Continuum of Care as outlined in 24 CFR 578 and elsewhere.

Changes to this Charter must be approved by a simple majority vote of the CoC full membership.

ORGANIZATION STRUCTURE

MEMBERSHIP

MEMBERSHIP ELIGIBILITY

The LA BOSCOC is comprised of organizations and individuals within its membership area.

Eligible member organizations include homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, veteran organizations, State agencies, and other organizations that serve people experiencing homelessness. Individuals not affiliated with an organization are also welcome to participate. The LA BOSCOC specifically looks for participation by people experiencing homelessness and people who formerly experienced homelessness.¹

MEMBERSHIP AREA

The CoC membership area includes the following parishes:

Included Since FY 2017	New in FY 2018
Allen	Assumption
Ascension	Lafourche
Beauregard	St. Charles
Calcasieu	St. James
Cameron	St. John
East Baton Rouge	Terrebonne
East Feliciana	
Iberville	
Jefferson Davis	
Natchitoches	
Plaquemines	
Point Coupee	
Sabine	
St. Bernard	
West Baton Rouge	
West Feliciana	

¹ 24 CFR 578.(a)

Note that all subsequent footnotes will omit "24 CFR" and include only the reference within the part.

APPLYING FOR MEMBERSHIP

The LA BOSCO is open to new member organizations or individuals not affiliated with organizations at any time. At least annually, the LA BOSCO will make an invitation for new members to join publicly available within its geography.

Any individual or organization who attends an LA BOSCO quarterly meeting is considered a member. There is no application, application fee, or membership dues required to join or participate in the LA BOSCO.

GOOD STANDING

CoC members must be in "Good Standing" to enjoy the following benefits of belonging to the LA BOSCO.

GOOD STANDING – BENEFITS	
Program	Benefit
CoC	<u>CoC Funding</u> : CoC members in Good Standing may submit project applications to the CoC Program Competition.
CoC	<u>Voting Privileges</u> : CoC members in Good Standing may participate in votes of the CoC full membership.
ESG	<u>ESG Certification</u> : CoC members in Good Standing may request a letter of certification to apply for State ESG funds. See the "Letter of Certification" section of this Charter for more information.
Other Certifications	<u>Other Certifications</u> : CoC members in Good Standing may request a letter of certification to apply for other funding sources that require it. Those sources include but are not limited to SSVF and PATH. See the "Letter of Certification" section of this Charter for more information.

To remain in Good Standing, CoC members must meet certain requirements:

GOOD STANDING – REQUIREMENTS	
Requirement	Description
Meeting Attendance	<p>CoC members must attend the following meetings (assessed over a period of 12 months):</p> <ul style="list-style-type: none"> At least 1 of 2 semiannual meetings of the CoC full membership; At least 2 of 4 quarterly meetings of that member's Regional Subcommittee. <p>To be considered in attendance, agencies must send at least one staff person but are not required to send the same staff person to each meeting.</p>
Committee Membership	<p>CoC members must belong to the following committees, subcommittees, or workgroups:</p> <ul style="list-style-type: none"> That member's Regional Subcommittee; At least one other committee, subcommittee, or workgroup, OR the Board. <p>CoC members in Good Standing that no longer meet one or more of the above criteria have 90 days to meet all of the above criteria to remain in Good Standing.</p>

Committee Participation	CoC members must meet the attendance requirements of all of their committees, subcommittees, and workgroups.
Ethics	CoC members must adhere to any ethics policy or code of conduct developed by the Membership and Rules Committee and approved by the Board or CoC full membership.

In addition, the Board may define additional Good Standing requirements as they see fit.

LETTER OF CERTIFICATION

Certain funding sources require a letter of certification from the CoC as part of their application process. Members in Good Standing may request a letter of certification from the Continuum of Care Manager. See the "Good Standing" section of this Charter for more information.

Organizations that are not in Good Standing may request a waiver for the Good Standing requirement. The waiver request must be submitted to the Continuum of Care Manager at least ten (10) business days in advance of its due date. Waiver requests submitted less than ten business days in advance may be denied by the Continuum of Care Manager at their discretion.

Waivers must be approved by the Board.

Common reasons that the Board might approve a waiver include:

- The organization joined the LA BOSCOCC less than 12 months ago, making it unable to meet one or more Good Standing requirements;
- The organization experienced a natural disaster or other serious and unanticipated situation that rendered the organization unable to meet one or more Good Standing requirements.

LA BOSCOCC REGIONS

For some purposes, including its Coordinated Entry System and, Board representation, and applications to certain funding sources, the LA BOSCOCC is divided into the following Regions:

LA BOSCOCC Regions	
Region	Parishes
Baton Rouge	Ascension, East Baton Rouge, East Feliciana, Iberville, Point Coupee, West Baton Rouge, West Feliciana
Houma	Assumption, Lafourche, St. Charles, St. James, St. John, Terrebonne
Lake Charles	Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis
Natchitoches/Sabine	Natchitoches, Sabine
Plaquemines/St. Bernard	Plaquemines, St. Bernard

REGIONAL APPLICANTS

Each LA BOSCOCC Region may elect organizations to serve as its Regional Applicants.

Regional Applicants shall be each Region's designated applicant for funds from sources that allow a limited number of organizations from each Region to apply.

Unless otherwise required by a given funding source, each Region may have only one Regional Applicant per funding source per year.

Regional Applicants shall be selected by each Region's constituency via the process developed by the Membership and Rules Committee.²

Regional Applicants shall serve for a term of no more than twelve months. Regional Applicants may be elected to an unlimited number of consecutive or non-consecutive terms.

MEETINGS OF THE CoC FULL MEMBERSHIP

The Collaborative Applicant hosts meetings of the CoC full membership on a semiannual basis. The Collaborative Applicant will, schedule permitting:

- Schedule one meeting in-person before, during, or after another event that CoC members are likely to be attending;
- Schedule one meeting as a webinar.

Agendas are published ahead of time by the Collaborative Applicant and distributed to the CoC full membership and other interested parties.³

REGIONAL QUARTERLY MEETINGS

Each Regional Subcommittee is required to meet on at least a quarterly basis. Regional Quarterly Meetings are scheduled, and have their agendas published by, by each Regional Subcommittee's chair.

CoC FULL MEMBERSHIP VOTING

Any action by the CoC full membership, including those actions specified in this Charter, requires a vote of the CoC full membership. Unless otherwise specified in this Charter, votes of the CoC full membership require only a simple majority of those organizations present and eligible to vote. Votes of the CoC full membership may only be called under the following circumstances:

- (1) At a scheduled general meeting, or at a special meeting called by the Board and announced at least 24 hours in advance to the entire CoC full membership;
- (2) Remotely (by email, over the phone, or by mail-in ballot) as required by the Board and announced at least 24 hours in advance to the entire CoC full membership;
- (3) As otherwise mandated by this Charter.

Votes at a general meeting may be proposed by any CoC member in Good Standing and must be seconded by any other CoC member in Good Standing. The person chairing the general meeting shall

² In absence of this process, Regional Applicants shall be selected by a simple majority vote of each Region's present constituency at the general meeting during which the vote is called.

³ 578.7(a)(1)

then either call for an immediate vote or, with good cause, schedule a vote for a later time. (Good cause shall include giving CoC members time to review the proposal.)

COMMITTEES, SUBCOMMITTEES, AND WORKGROUPS

The Board shall create committees, subcommittees, and workgroups ("groups") to carry out the work of the LA BOSCO. These groups are responsible for making formal recommendations to the Board in relation to their specific areas of focus. The Board may delegate additional authorities and responsibilities to specific groups at its discretion.

GROUP MEMBERSHIP

Each member of the LA BOSCO must serve on at least one group (in addition to their Regional Subcommittee). CoC members who do not belong to one of these groups (including new CoC members) are required to join one within 90 days to remain in Good Standing.

Each group type has its own process for determining its maximum membership and enrollment process (see below). The Board may appoint CoC members to committees, subcommittees, or workgroups at its discretion regardless of that group's maximum membership and enrollment process.

CoC members may belong to more than one group.

COMMITTEES

Committees may be created by this Charter or the Board. Unless otherwise specified by this Charter or the Board, each committee is "open enrollment" – that is, CoC members may opt to join any committee by attending its meetings.

CoC members may join a committee by attending meetings and notifying the committee chair of their intended membership. If the committee does not have a chair, CoC members may instead notify the Board Secretary.

CHARTERED COMMITTEES

This Charter creates the following committees.

CHARTERED COMMITTEES
Written Standards Committee
This committee shall be responsible for the following:
(1) In partnership with the Collaborative Applicant and recipients of the Emergency Solutions Grants program funds within the geographic area: establishing written standards for providing Continuum of Care assistance. These standards must comply with all subparts under 24 CFR 578.7(a)(9). ⁴

⁴ 578.7(a)(9) and all its subparts

CHARTERED COMMITTEES

- (2) In partnership with the Collaborative Applicant: coordinating the implementation of a housing and service system within the LA BOSCOG geographic area that meets the needs of homeless individuals (including unaccompanied youth) and families. At minimum, this system must encompass:
 - a. Outreach, engagement, and assessment;
 - b. Shelter, housing, and supportive services;
 - c. Prevention strategies.
- (3) In partnership with the Collaborative Applicant: designing a collaborative process for the Collaborative Applicant to follow in creating and submitting LA BOSCOG applications in response to HUD NOFAs published under 24 CFR 578.19. This process must be updated annually.

The above standards and processes must be submitted to the Board for approval.

Project Scoring Committee

This committee shall be responsible for reviewing, scoring, and ranking all new and renewal project applications submitted to the LA BOSCOG for consideration under a given year's collaborative application to the CoC Program NOFA. The committee will conduct this process using information and materials developed by the CoC Manager and approved by the Board. The CoC Manager will use the results of this process to score and rank all projects seeking funding through the collaborative application.

Committee membership shall be exclusively by appointment of the Board. Members will consist of agencies or individuals with no direct interest in the CoC funding process. *CoC Project recipients and subrecipients or applicants in any given year are prohibited from serving on this committee.*

HMIS Committee

This committee shall be responsible for the following:

- (1) In partnership with the Collaborative Applicant and HMIS Lead: developing, following, and updating annually an HMIS Governance Charter, which will include all procedures and policies needed to comply with 24 CFR 578.7(b), its subparts, and the HMIS requirements as prescribed by HUD.⁵
- (2) Assessing and reporting to the Board regarding participation in HMIS by users throughout the CoC geography.
- (3) Consulting with the Collaborative Applicant and CoC Program recipients and sub-recipients to establish performance targets appropriate for each population and program type, monitoring recipient and sub-recipient performance, evaluating program outcomes, and taking action

⁵ 578.7(b) and all subparts

CHARTERED COMMITTEES

against poor performers.⁶

- (4) In consultation with the Collaborative Applicant: evaluating the outcomes of projects funded under the Emergency Solutions Grants program and the CoC Program, and reporting that evaluation to HUD.⁷
- (5) In consultation with the Collaborative Applicant: consulting with State and local government Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub-recipients.⁸
- (6) In partnership with the Collaborative Applicant: providing information required to complete the Consolidated Plan(s) within the LA BOSCOG geographic area.
- (7) Other HMIS-related tasks specifically delegated by the Collaborative Applicant.

The above HMIS Governance Charter, its associated policies and procedures, and all other recommendations must be submitted to the Board for approval.

This committee has open enrollment.

Membership and Rules Committee

This committee ensures that the LA BOSCOG and its Board develop and implement its rules, processes, and functions in an ethical and just fashion. It shall be responsible for the following:

- (1) In consultation with the Collaborative Applicant and the HMIS Lead: developing and implementing the LA BOSCOG's Conflict of Interest, Code of Conduct, and Recusal Policy, which must at minimum apply to the Board, its chair and vice chair, and any person acting on behalf of the Board⁹.
- (2) Developing and implementing the LA BOSCOG's Board Member Ratification Policy, which must at minimum ensure the Board is representative of the LA BOSCOG's organizations and of its projects that serve homeless sub-populations, and subsequently ratifying all Board

⁶ 578.7(a)(6)

⁷ 589(a)(7)

⁸ 578.7(c)(5)

⁹ 578.7(b)(1)

In absence of this Policy, all Board, committee, subcommittee, and workgroup members are required to disclose any real or perceived conflict of interest to the Board and the Membership and Rules Committee. If any person or organization has a direct conflict of interest, they will (1) refrain from discussing within their group any matter related to the conflict, (2) abstain from voting on any matter related to the conflict, (3) absent themselves from any discussion related to the conflict, and (4) refrain from any oversight or implementation related to the conflict.

CHARTERED COMMITTEES

members in accordance with that Policy.

- (3) Acting to remove Board, committee, subcommittee, and workgroup members who fail to perform their duties in an ethical and just manner. *This requires a three quarters majority vote.*
- (4) Reviewing and updating the process in this Charter for selecting Board members, including the structure of the Board. This duty, including approval from the CoC full membership, must be completed at least once every five years.¹⁰
- (5) Reviewing, responding to, and recommending action to the Board in response to all complaints filed against the LA BOSCO.
- (6) Responding to any other situation related to the ethical and just performance of the Board or any committee, subcommittee, or workgroup by recommending a course of action to either the Board or the CoC full membership (as appropriate). *Approving actions in response to a recommendation under this duty requires a two thirds majority vote from the Board or CoC full membership (as appropriate).*

This committee has open enrollment.

Coordinated Entry Committee

This committee shall be responsible for the following:

- (1) In consultation with the Collaborative Applicant and recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate a coordinated access system (Coordinated Entry) that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. This includes developing a specific policy to guide the operation of the Coordinated Entry System on how it 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 non-victim service providers.¹¹
- (2) Assessing and reporting to the Board regarding participation in Coordinated Entry by users throughout the CoC geography.
- (3) In partnership with the Collaborative Applicant: planning for and conducting, at least biennially, a point-in-time (PIT) count of people who are homeless within the LA BOSCO.

¹⁰ 578.7(a)(3)

If this Committee has fewer than three members at the time of review, this duty is carried out by the CoC Manager, and ratified by the Board and CoC full membership as usual.

¹¹ 578.8(a)(8)

CHARTERED COMMITTEES

geographic area who meet the qualifications listed in the subparts of 24 CFR 578.8(c)(2).¹²

(4) In partnership with the Collaborative Applicant: conducting an annual gaps analysis of the homeless needs and services available within the LA BOSCOG geographic area.¹³

(5) Other Coordinated Entry-related tasks specifically delegated by the Collaborative Applicant.

The above recommendations shall be submitted to the Board.

This committee has open enrollment.

CHARTERED SUBCOMMITTEES

This Charter creates the following subcommittees.

CHARTERED SUBCOMMITTEES**Regional Subcommittees**

This Charter creates a Regional Subcommittee for each Region of the CoC.

All CoC members from a given Region are automatically registered as members of that Region's Regional Subcommittee.

Each Regional Subcommittee is chaired by the person who is elected by that Region to the Board.

Each Regional Subcommittee shall be responsible for the following activities for its Region:

- (1) In partnership with the Coordinated Entry Committee: developing and implementing a written outreach plan for the Region. Written outreach plans must be approved by the Board and signed by the Board chair. Written outreach plans must, at minimum, specify the following:
 - a. How the Region will conduct outreach to people experiencing homelessness, including:
 - i. How the Region will conduct street outreach;
 - ii. How the Region will work with providers outside the current CoC membership to reach people experiencing homelessness when they access services or mainstream benefits;
 - iii. How the Region will identify those populations that are least likely to connect with the CoC's Coordinated Entry System, and how the Region will conduct outreach to those populations;

¹² 578.8(c)(2)

¹³ 578.8(c)(3)

CHARTERED SUBCOMMITTEES

- b. How the Region's list of known locations where people experiencing unsheltered homelessness congregate (e.g. the Region's "hot spot list") will be compiled, updated, accessed, and stored;
 - c. How the Region's CoC members that conduct outreach will coordinate to ensure the Region's entire geography receives outreach services without duplicating outreach services to any given area.
- (2) In partnership with the Collaborative Applicant: coordinating, implementing, and reporting on that Region's annual Point in Time (PIT) Count.
- a. The chair of each Regional Subcommittee or, at the discretion of each chair, their designee shall serve as that Region's "PIT Captain."
 - i. PIT Captains shall serve as primary coordinators and points of contact for the PIT Count before, during, and after the night of the PIT Count.

WORKGROUPS

Subcommittees and workgroups are created by committees or Board. Each workgroup's maximum membership is determined by its committee or the Board. Workgroups are "open enrollment" – that is, CoC members may opt to join any workgroup.

CoC members may join a workgroup in the same fashion as joining a committee.

GROUP CHAIRS

Each committee and workgroup shall elect a chair from its membership. The chair shall be responsible for managing group membership, scheduling meetings, and liaising with the Board and CoC full membership as required. The chair shall also be responsible for submitting group membership rolls and meeting minutes to the Board Secretary.

COMMITTEE VOTING

Any action by a committee, subcommittee, or workgroup, including those actions specified in this Charter, requires a vote of the full group membership (i.e. the registered members of that committee, subcommittee, or working group). Unless otherwise specified in this charter, votes of the full group membership require only a simple majority of those present and voting. Votes of the full group membership may only be called under the following circumstances:

- (1) At a scheduled group meeting, or at a meeting called by the group chair and announced to the full group membership;
- (2) Remotely (by email, over the phone, or by mail-in ballot) as required by the group chair and announced to the full group membership;
- (3) As otherwise mandated by this Charter.

Votes at a group meeting may be proposed by any group member and must be seconded by any other group member. The person chairing the meeting shall then either call for an immediate vote or, with good cause, schedule a vote for a later time. (Good cause shall include making time for group members to review the proposal.)

MEETINGS

Committees, subcommittees, and workgroups must meet at least quarterly, or more often as deemed necessary by the committee chair of Board. When possible, meetings must be announced in advanced to the group full membership via the CoC mailing list, CoC website, or verbally at a quarterly meeting. Meeting attendance records shall be submitted by the committee chair to the Board Secretary.

BOARD

The processes below govern the selection of a Board to act on behalf of the LA BOSCO.¹⁴

AUTHORITY AND RESPONSIBILITIES

The Board is the governing body of the LA BOSCO. The Board is empowered with broad authority to act on behalf of the LA BOSCO in the following ways:

- (1) By appointing committees, subcommittees, and workgroups to carry out the work of the LA BOSCO;¹⁵
- (2) By adopting the recommendations of, approving the documents produced by, and assigning specific operational duties to those committees, subcommittees, and workgroups;
- (3) By adopting the recommendations of, and approving the documents produced by, the CoC Manager of the Louisiana Housing Corporation (the Collaborative Applicant).

The Board also has the following specific responsibilities:

- In consultation with the Collaborative Applicant and the HMIS Lead: developing, following, and updating annually this Governance Charter, which must comply with the requirements in 24 CFR 578.7(a)(5).¹⁶
- In consultation with the Collaborative Applicant: holding meetings of the CoC full membership, with published agendas, at least semi-annually.¹⁷

¹⁴ 578.5(b)

¹⁵ 578.7(a)(4)

¹⁶ 578.7(a)(5)

¹⁷ 578.7(a)(1)

- In partnership with the Collaborative Applicant: making an invitation for new members to join publicly available within the LA BOSCOG geographic area at least annually.¹⁸
- In response to the CoC Manager's recommendation:
 - Establishing priorities for funding projects in the LA BOSCOG geographic area;
 - Determining if one application for funding will be submitted for all projects within the geographic area or if more than one application will be submitted for the projects within the geographic area,¹⁹ and act in accordance with the subparts of 24 CFR 578.9(a)(3) depending on the determination;²⁰
 - Approving the Continuum of Care Program application.²¹

The CoC full membership retains all authorities and responsibilities not explicitly granted to the Board in this or other sections of this Charter.

No CoC Board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that member represents.²²

COMPOSITION

The Board shall be composed of the following members:

BOARD MEMBERSHIP		
# of Seats	Type	Description
1	Designated	The Executive Director of the Louisiana Housing Authority (representing the collaborative applicant) ²³
1	Designated	Representative of the HMIS Lead ²⁴
1	Designated	Representative of the Louisiana Department of Health
1	Designated	Representative of the Louisiana Department of Education
1	Designated	Representative of the Louisiana Department of Corrections
1	Designated	Representative of the Louisiana Department of Children and Family Services

¹⁸ 578.7(a)(2)

¹⁹ 578.9(a)(3)

²⁰ 578.9(b)

The LA BOSCOG retains all of its responsibilities even if it designates one or more eligible applicants other than itself to apply for funds on behalf of the CoC. This includes approving the CoC's application to the annual CoC Program competition.

²¹ 578.9(b)

²² 578.95(b)

²³ 578.7(a)(5)

²⁴ 578.7(a)(5)

1	Designated	Person who is homeless or was formerly homeless ²⁵
5	Elected	Regional seats filled via the process developed by the Membership and Rules Committee. Each LA BOSCO Region shall have one seat on the Board.

Designated seats shall be filled by the Collaborative Applicant at its discretion.

Elected seats shall be filled by the constituency each seat represents via the process developed by the Membership and Rules Committee.²⁶

All appointments must be ratified by the Membership and Rules Committee based on criteria established by that Committee.

BOARD OFFICERS

Officers of the Board shall be as follows:

BOARD OFFICERS		
Position	Selection Process	Duty Overview (other duties may be specified elsewhere in this Charter)
Chair	Filled by the Executive Director of the Louisiana Housing Authority	Chair Board meetings; chair general meetings; breaks tie votes in Board meetings; votes during Board quorum votes; has signature authority for all CoC-related documents
Vice Chair	Elected by the Board from its membership	Assumes Chair responsibilities in specific circumstances as outlined in this Charter; has signature authority for all CoC-related documents when Chair is not able to sign (e.g. when Chair is signing the same document on behalf of another entity)
Ethics Officer	Filled by the Chair of the Membership and Rules Committee; <i>may or may not be an elected (i.e. voting) member of the Board</i>	Ensure the ethical and just conduct of the Board
Secretary	Elected by the Board from the CoC membership; <i>may or may not be an elected (i.e. voting) member of the Board</i>	Record minutes for Board and general meetings, including vote results; maintains membership lists and chairperson lists for committees, subcommittees, and workgroups

RESIGNATION, REMOVAL, AND VACANCIES

Resignations from the Board must be delivered in writing to the Secretary or Chair.

²⁵ 578.7(b)(2)

²⁶ In absence of this process, elected seats shall be filled by a simple majority vote of each seat's present constituency at the general meeting during which the vote is called.

The Board may vote to terminate a member due to excessive absences; excessive may be defined for this purpose by the Ethics Officer, or absent the Ethics Officer, the Chair. The Board may vote to terminate a member for any other reason; to pass, this vote requires a three-fourths majority of the remaining Board, or every member of a quorum.

If a member organization informs the Board that their representative who sits on the Board no longer represents them, that Board member is immediately removed from the Board.

In the event of a midterm vacancy, the vacant seat is refilled at the earliest convenience according to the seat's normal method of selection. The newly elected Board member shall complete the former member's term of service.

TERMS OF SERVICE

Board members shall serve a term of two years. When possible, terms shall be staggered.

Absent reappointment or a new appointment, Board members shall continue to serve indefinitely following the end of their term. There shall be no limit on the number of terms a given Board member may serve.

BOARD VOTING

Any action by the Board, including those actions specified in this Charter, requires a vote of the Board. Unless otherwise specified in this Charter, votes of the Board require only a simple majority of those present and eligible to vote. Votes of the Board may only be called under the following circumstances:

- (1) At a scheduled Board meeting, or at a meeting called by the Board Chair and announced to the entire Board, at which at least two-thirds of the extant Board seats are present;
- (2) Remotely (by email, over the phone, or by mail-in ballot) as required by the Board Chair, announced to the entire Board, and in which at least two-thirds of the extant Board seats are participating;
- (3) Under circumstances (1) or (2) when two-thirds of the extant Board seats are *not* present/participating but when at least five (5) Board seats *are* present/participating, which must include the seats filled by the Louisiana Housing Authority, the Louisiana Department of Health and Hospitals, and the HMIS Lead (e.g. a quorum vote);
- (4) As otherwise mandated by this Charter.

Votes at a Board meeting may be proposed by any Board member and must be seconded by any other Board member. The person chairing the Board meeting shall then either call for an immediate vote or, with good cause, schedule a vote for a later time. (Good cause shall include creating time for Board members to review the proposal.)

The Board Chair may not vote except during a quorum vote or to break a tie during any non-quorum vote.

COLLABORATIVE APPLICATION

OVERVIEW

One of the LA BOSCO's primary functions is to coordinate the CoC's annual collaborative application to HUD's CoC Program NOFA. The Consolidated Application is created and submitted to HUD by the Collaborative Applicant.

THE COLLABORATIVE APPLICANT

The Louisiana Housing Corporation (LHC) is the designated Collaborative Applicant for the LA BOSCO.

LHC shall maintain an online space for the LA BOSCO on its website. That space will include an open invitation to new members, information related to upcoming CoC Board and general meetings, and information related to the current CoC Program NOFA when applicable.

LHC shall provide comprehensive oversight for the LA BOSCO in order to meet all requirements specified in this Charter and elsewhere by HUD. LHC shall collaborate as necessary or prudent with other CoCs in the State of Louisiana. LHC shall provide administrative support to the CoC Board, all CoC committees, subcommittees, and workgroups, and as otherwise necessary to ensure the sound operation and success of the LA BOSCO.

PLANNING FUNDS

At its discretion, the Collaborative Applicant shall apply for planning funds through the CoC Program NOFA.

OTHER FUNDS

At its discretion, the Collaborative Applicant shall apply for other funds on behalf of the LA BOSCO.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

OVERVIEW

HUD requires all communities and agencies receiving CoC Program funds to use a Homeless Management Information System (HMIS). HMIS is a data application system designed to capture, record, and store data about the needs of and community services received by people who are homeless or at risk of becoming homeless.

HMIS records and stores client-level demographics service data from participating community service agencies, organizations, programs, and projects (Participating Agencies). That data can be aggregated to discern information about the extent and nature of homelessness over time, the pattern of service usage, the effectiveness of participating agencies, and the services received by people who are homeless or at risk of becoming homeless. It can also provide an unduplicated count of people who are homeless at a given time.

This section of this Charter designates an HMIS Lead for the LA BOSCOC and specifies the differing responsibilities of each party mentioned herein regarding the governance and operation of HMIS.

HMIS LEAD

The Louisiana Housing Corporation (LHC) is the designated HMIS Lead for the LA BOSCOC.

HMIS SOFTWARE

The designated HMIS software tool for LA BOSCOC is ServicePoint by Bowman Systems, L.L.C. of Shreveport, Louisiana, operated by the Louisiana Service Network Data Consortium (LSNDC).

All HMIS Leads and Continuums of Care in the State of Louisiana use ServicePoint and collaborate, participate, and contribute data into the statewide system.

RESPONSIBILITIES

This Charter imposes the following responsibilities on the HMIS Lead, the CoC, and Participating Agencies in the LA BOSCOC.

If the HMIS Lead and Collaborative Applicant are the same agency, that agency will discharge the responsibilities of both the HMIS Lead and Collaborative Applicant as outlined in this Charter.

LA BOSCOC RESPONSIBILITIES

The Collaborative Applicant on behalf of the LA BOSCOC shall:

- Work with the HMIS Lead and LSNDC to read and interpret any and all regulations, notices and other communications issued by HUD, and to annually review, and as necessary, revise and adopt any and all policies, procedures and plans related to the operation and use of HMIS.

- Work with Participating Agencies to improve delivery of HMIS-related services and enable them to better comply with federal regulations.
- The HMIS Lead and LA BOSCOC agree to work with and participate in the statewide HMIS, which is operated by LSND. LA BOSCOC will actively participate on the LSND Board with one LA BOSCOC representative. This representative is authorized to provide one of two LA BOSCOC votes on LSND-related business. The second vote will be cast by a representative from the HMIS Lead.
- Provide support to the HMIS Lead when it is unable to perform its duties due to interference from a Participating Agency. This support may take the form of negotiating with the non-compliant agency entering data into HMIS, censuring said agency, or imposing consequences, including, but not limited to recommending to HUD that the Participating Agency's granted funds be removed.
- Gather data from the HMIS Lead and non-HMIS participating agencies to use in reporting for the Point-in-Time (PIT) count, the Housing Inventory Count (HIC), the Annual Homeless Assessment Report, and other HUD reporting that the HMIS Lead assists LA BOSCOC to complete.
- Collaborate with the HMIS Lead in all appropriate ways to ensure that the policy goals developed by LA BOSCOC are met. They will work together closely to share information, develop goals, and address issues with SharePoint, data quality and Participating Agencies as they occur.
- Work with Participating Agencies and the HMIS Lead to develop CoC-wide and agency specific performance benchmarks, including for the HMIS Project.
- Gather reports from the HMIS Lead and review them to determine if benchmarks have been met; then report that data to LA BOSCOC to assist in reviewing and ranking projects for the CoC Program NOFA competition.
- Monitor to ensure the Lead Agency is fulfilling the responsibilities outlined in this Charter and complying with the HMIS grant agreement and HUD-issued regulations and notices.

HMIS LEAD RESPONSIBILITIES

The HMIS Lead shall:

- Manage, administer and oversee the day-to-day operations of HMIS.
- Obtain and maintain grants supporting the HMIS Project, provide staffing, and purchase the required licenses, equipment, software, space and operations for HMIS.
- Work with the HMIS software vendor to ensure data is collected, stored and reported in compliance with all HUD regulations.
- Determine if a different HMIS software vendor should be selected and recommend that change to LA BOSCOC.
 - *Changes in HMIS software vendor must be approved by a vote of the CoC full membership.*
- Provide training to all HMIS end users within Participating Agencies. Introductory trainings as well as any additional training shall be offered on a regular schedule. Additional trainings

shall be offered periodically at the request of LA BOSCOC and at the HMIS Lead's discretion. Privacy training will occur at a minimum of once per calendar year.

- Promote the use of HMIS through regular contact with users, Participating Agencies, and organizations whose participation would benefit LA BOSCOC or HMIS.
- Sign and execute HMIS Participation Agreements with each Participating Agency. These agreements shall delineate the HMIS obligations and authority of LA BOSCOC, the HMIS Lead, LSND, and the Participating Agency. They shall include, directly or by reference, the requirements of the LSND Policies and Standard Operating Procedures (LSND P&P) and any future regulatory documents set forth by HUD and the LSND. They shall detail sanctions for violating the agreement. They shall also require that LA BOSCOC, the HMIS Lead, LSND, and Participating Agencies process protected identifying information in a manner consistent with this Charter.
- Provide each Participating Agency with a copy of the LSND P&P, Agency Executive Director Training Manual, Agency Administrator Training Manual, and End User Training Manual.
- Monitor and verify data collection and entry from all Participating Agencies, ensuring data entered into HMIS complies with HUD requirements and the LSND P&P. Work with LA BOSCOC and Participating Agencies to address any deficiencies in data collection.
- Monitor and verify the quality of the data to ensure data is accurate, complete, and conforms to federal HMIS requirements. Analyze the data to identify areas of concern and/or weakness and make recommendations to Participating Agencies regarding how to correct them.
- Monitor Participating Agencies for compliance with all the appropriate security, privacy, and data quality policies, regulations and procedures.
- Implement the LSND P&P and provide necessary support to assist all Participating Agencies in implementing the LSND P&P. Monitor compliance with the LSND P&P and work with LA BOSCOC to resolve issues and enforce sanctions for non-compliance.
- Collaborate with LA BOSCOC to ensure that the policy goals developed by LA BOSCOC are met.
- Collaborate with LSND to, at least annually, review and, as necessary, revise statewide the LSND P&P and supporting documents. When HUD releases new HMIS rules or requirements, the HMIS Lead shall present the recommended system changes to the LA BOSCOC HMIS Committee within 30 days. After review and discussions with LSND, the HMIS Lead will, within six months of the new rules' publication, present the recommended system changes to the LA BOSCOC Board for approval. The HMIS Lead will make approved changes and demonstrate a good faith effort to prepare CoC members to meet the requirements by HUD's effective date.
- Seek feedback from LA BOSCOC and Participating Agencies regarding the LSND P&P and supporting documents and provide that feedback to LSND.
- Generate appropriate reports that reflect the cumulative data for LA BOSCOC as needed and upon request from LA BOSCOC, HUD, Participating Agencies, and other entities seeking this information and as deemed appropriate by the HMIS Lead itself or LA BOSCOC. The HMIS

Lead shall be responsible for creating and developing new reports as required by LA BOSCO, the Collaborative Applicant, and HUD. These reports shall document collective data from LA BOSCO for such purposes as CoC Program project applications, PIT, HIC, and AHAR reports, along with any appropriate CoC-wide purposes.

RESPONSIBILITIES OF PARTICIPATING AGENCIES

Each Participating Agency shall:

- Sign and comply with HMIS-related agreements, including HMIS Lead Agency Terms of Service Agreements with the HMIS Lead, the LSNDP P&P Agreement, and all other agreements required by the Collaborative Applicant or HMIS Lead.
- Comply with all federal, state, and local laws regarding client and data privacy, security, and confidentiality. If there is a conflict between these standards, the Participating Agency must contact the HMIS Lead for direction on how to resolve the conflict and remain in compliance.
- Work with the HMIS Lead to maintain complete and correct data in HMIS.

PERIOD OF AGREEMENT, TERMINATION, AND APPROVAL

PERIOD OF AGREEMENT

The Period of Agreement for this Charter shall commence as of the date it was approved by the CoC general membership and persist until it is terminated or revised in accordance with the processes for each as outlined in this Charter.

TERMINATION

This Charter may only be terminated by a three-quarters majority vote of the CoC general membership. This vote may not be initiated without the presence of each currently filled Board seat.

This Charter may be revised or replaced according to processes presented elsewhere in this Charter.

APPROVAL

The parties hereto have acknowledged their responsibilities and have caused this agreement to be executed and delivered by their duly authorized representatives as of the date of the last signature.



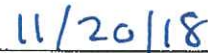
Nicole Sweazy, Executive Director, Louisiana Housing Authority
Collaborative Applicant and HMIS Lead



Date



Mitchell Brown, Vice Chair
LA BOSCOB Board



Date