

Contents

ORGANIZATION	4
GEOGRAPHIC AREA	4
PURPOSE	4
OPERATION	6
Appointment of Agents, Designation of HMIS Lead	6
Administrative Support	7
COMPOSITION	8
COMMITTEE MEMBERSHIP	8
Types of Members	9
Vacancies	9
Open Membership and New Members	9
Application for Membership	10
COMMITTEE OFFICERS	10
Officers	10
Officer Nomination and Voting	10
Term of Office	10
Resignation of Officers	11
CODE OF CONDUCT AND CONFLICTS OF INTEREST	11
Expectations and Code of Conduct	11
Conflict of Interest	11
Disclosure	12
Abstention from Decision-Making	12
Annual Conflict of Interest Acknowledgement Form	12
Conflicts of Interest for CoC Application Evaluation Subcommittee	12
COMMITTEE MEMBER PARTICIPATION	13
Committee Meetings	13
Recordkeeping	13
Attendance	13
Resignation or Removal	13
Quorum and Voting	14
Proxies	14

Action via Electronic Vote 14

SUBCOMMITTEES, WORKING GROUPS, AND TASK FORCES..... 15

Standing Subcommittees 15

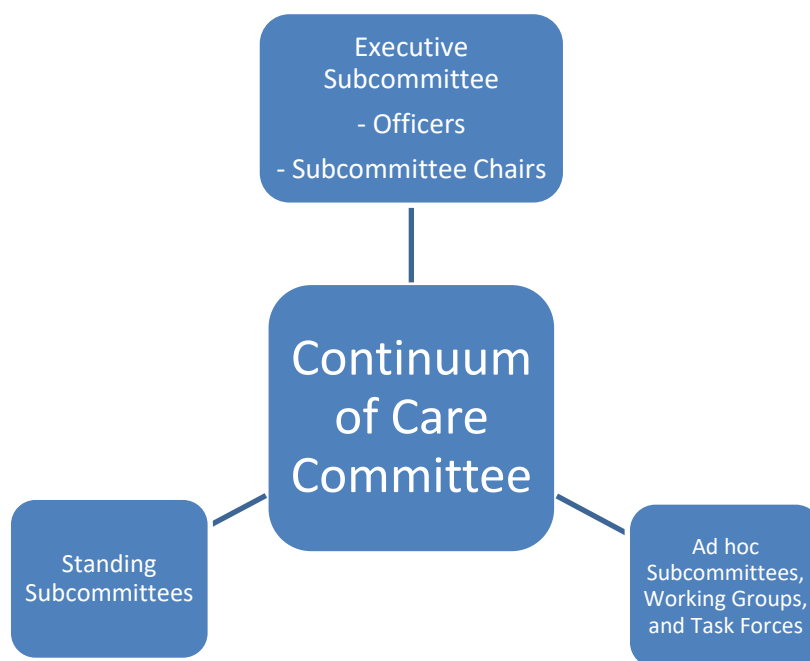
Ad Hoc Subcommittees, Work Groups, and Task Forces 16

APPROVAL OF GOVERNANCE CHARTER AND SUBSEQUENT AMENDMENTS..... 16

ATTACHMENTS 16

ORGANIZATION

The Tacoma/Lakewood/Pierce County Continuum of Care Committee, also known as “the CoC” and “The Road Home,” hereinafter the “Committee” or “CoC,” is an unincorporated organization created to fulfill the responsibilities within this Governance Charter. The Committee guides and directs the actions of the Tacoma/Lakewood/Pierce County Continuum of Care (WA-503). The Committee will have Officers, an Executive Subcommittee, and other Subcommittees as authorized and described herein and described in Attachment G – Subcommittees, Work Groups, and Task Forces.



GEOGRAPHIC AREA

The Committee geographic area encompasses all of Pierce County, its cities, towns and unincorporated areas.

PURPOSE

The Purpose of the Committee is to:

- Increasing public awareness of the 2012 Five-Year Strategic Plan to Prevent and End Homelessness (“Plan”) and subsequent Strategic Plans (“Plan” or “Plans”);
- Advocating for public and private funding and resources to implement the goals of the Plan;
- Engaging community partners who will work in collaboration with other sectors of government, philanthropy, the business community, nonprofit housing and service providers, and faith-based and civic groups to implement the Plan (See Attachment G- Subcommittees, Work Groups, and Tasks Forces);

- Providing a link to the community at large through advocacy, public information, and education;
- Promoting community-wide planning and strategic use of resources to address homelessness;
- Improving coordination and integration with mainstream resources and other programs targeted to people experiencing homelessness;
- Improving data collection and performance measurement; and
- Advance Equity and address racial disproportionality.

The Committee also:

- Develops, implements, and regularly updates a Strategic Plan to meet the goals and purpose of this Charter;
- Coordinates the implementation of the housing and services system, which includes, at a minimum:
 - Outreach, engagement, and assessment;
 - Shelter, housing and supportive services; and
 - Prevention strategies
- Plans for and conducts an Annual Homeless Point-in-Time Count of homeless persons within the geographical area that meets the following requirements:
 - Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons;
 - Persons living in emergency shelter and transitional housing projects must be counted as sheltered homeless persons; and
 - Other requirements established by Housing and Urban Development (HUD) by Notice or by the Washington State Department of Commerce by Notice;
- Conducts an annual gaps analysis of the homeless needs and services available within the geographic area:
 - Providing information required to complete the Consolidated Plan(s) within the geographic area; and
 - Consulting with state and local government Emergency Solutions Grant (ESG) recipients (the City of Tacoma and Pierce County) regarding allocation of ESG funds and reporting on and evaluation of the performance of ESG recipients and sub-recipients.

The Committee will improve coordination of housing and services, increase and/or influence effective use of resources, and ensure a broad range of input for developing strategies to meet the goals of the Strategic Plan. The Committee will review other federal, state, and local plans to provide consistency with local planning. Responsibilities include:

- In consultation with Pierce County Human Services (PCHS) as the CoC's designated Collaborative Applicant (CA) and the Homeless Management Information System (HMIS) Lead, adopt and annually renew and update as necessary the structure of governance and procedures, as well as all procedures and policies needed to comply with HUD CoC requirements;
- Adopt and follow a written process to select Committee members. The process must be reviewed, updated and approved at least once every five years;
- Hold meetings with published agendas, at least monthly;

- Within the geographic area, publicly invite new members to join at least annually;
- Review and approve the HUD CoC Program Application, including all relevant charts and tables, Annual Homeless Assessment Report (AHAR), Homeless Point-in-Time Count and Housing Inventory Chart;
- Receive updates and actively participate in the creation of the Strategic Plan and oversee actions that move the Plan forward;
- Develop, update annually and follow a code of conduct and recusal process for Committee members, its Chair(s), and any person acting on behalf of the Committee. The Committee may delegate this responsibility to the Executive Subcommittee or a standing or ad hoc Subcommittee;
- Consult with recipients and sub-recipients of funding from PCHS to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and act against poor performers; CoC, Performance Subcommittee;
- Evaluate outcomes of projects funded with local, state and federal funds. This would include the ESG program and CoC program. Each entitlement jurisdiction will continue to report individually to HUD;
- Establish and operate a Coordinated Entry System that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services; and
- Establish and consistently follow written standards for providing CoC funding assistance. At a minimum, these written standards must include:
 - Policies and procedures for evaluating who is eligible for funding assistance;
 - Policies and procedures for determining and prioritizing which eligible populations will receive transitional housing assistance;
 - Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance;
 - Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance; and
 - Policies and procedures for determining and prioritizing which eligible populations will receive permanent supportive housing assistance.

OPERATION

The Committee retains all responsibility for planning and implementation of activities to meet the purposes and goals under this Charter, but may delegate responsibility to the Collaborative Applicant, HMIS Lead, Executive Subcommittee, or other designated Subcommittee or entity. Specific responsibilities are identified in Attachment A – Division of Responsibilities, for requirements under the Continuum of Care Interim Rule, 24 CFR part 578.

- **Appointment of Agents, Designation of HMIS Lead**
 - **Designation of Collaborative Applicant**
PCHS has been designated as the Collaborative Applicant for the CoC. The Homeless Division within the PCHS is the responsible entity. See Composition herein and Attachment A – Division of Responsibilities for the delineation of responsibilities under

the CoC Interim Rule, 24 CFR part 578. The responsibilities of the Collaborative Applicant can also be found in Attachment A – Division of Responsibilities. In its capacity as CA, PCHS will regularly report on delegated activities for Committee review and approval as appropriate.

As the designated Collaborative Applicant for the Committee, PCHS is the lead agency responsible for completing and submitting the CoC's Consolidated Application for Program funding. See Attachment B – Consolidated Application Submission Process, for the process for submitting the Consolidated Application to the HUD during the annual competition for CoC Program funds.

- **Unified Funding Agency**

Pierce County will apply for Unified Funding Agency designation annually. If awarded, PCHS will be the responsible entity and will be the sole project applicant for the CoC Program funds for the WA-503 Tacoma/Lakewood/Pierce County CoC.

- **Designation of HMIS Lead Entity and Operation of HMIS**

The Committee designates and operates a single HMIS for its geographic area; designates an eligible applicant to manage the HMIS, which is known as the HMIS Lead; reviews, revises, and approves a privacy plan, security plan, and data quality plan for the HMIS; ensures consistent participation of recipients and sub-recipients of all funding in the HMIS; and ensures the HMIS is administered in compliance with requirements prescribed by HUD.

Pierce County Human Services is the HMIS Lead for the CoC. Responsibilities of the HMIS Lead are described in detail in Attachment A – Division of Responsibilities and Attachment C - HMIS Policy and Procedure. PCHS will regularly report on delegated activities for Committee review and approval, as appropriate.

- **HMIS Policy and Procedure**

The HMIS Policies and Procedures can be found in Attachment C - HMIS Policy and Procedure.

- **Administrative Support**

Pierce County Human Services shall provide administrative support to the Committee, including but not limited to:

- Provide staff support for the Committee, Executive Subcommittee, and Subcommittees as requested and as appropriate;
- Maintain all website postings. Notice of the place, date, time and the agenda of each Committee and subcommittee meeting will be posted on Pierce County's Continuum of Care page on the PCHS website and sent to members by email or other reasonable means of communication at least five business days before the meeting date.

- On behalf of the Committee, design, operate and follow a collaborative process for developing applications and approving submission of applications for Continuum of Care funds, Emergency Solutions Grant funds, and other local and state funding;
- Serve as fiscal agent for HUD CoC funds, Pierce County allocation of ESG funds, and other local and state funding;
- Implement the requirements of the HEARTH Act legislation as mandated by HUD;
- Provide program and system level evaluations; and
- Communicate the progress to the community, including public-facing “dashboards” and an Annual Report.

COMPOSITION

The Committee shall be composed of a variety of jurisdictions and community stakeholders that, at minimum, complies with Chapter RCW 43.185c, “Homeless Housing and Assistance” and 24 CFR part 578.5, “Establishing the Continuum of Care.” For a list of stakeholder groups and corresponding Committee members, see Attachment D – Committee Composition. Committee member stakeholder groups shall be added or deleted, except those as required by 24 CFR § 578.5, by simple majority vote at any Committee Meeting.

If found to be compelling and necessary as determined by the Committee, a single person may be appointed to represent up to, but not more than, two Committee stakeholder positions. Such individuals shall be known as “Dual Representative” and shall have the same rights and responsibilities as other Committee members. Except for the purposes of establishing a minimum threshold and quorum, they shall be counted as one Committee member only and be granted one vote only.

No organization may have more than two staff people seated on the Committee at any time, regardless of which seats they occupy.

COMMITTEE MEMBERSHIP

Members are elected to three-year terms and may serve for multiple terms, provided they are re-elected. Committee members must serve on at least one subcommittee, work group or task force.

Regular attendance (at least 75% of meetings annually) is expected of Committee members. Should a Committee member request a leave of absence, the Executive Committee shall consider the request and make a recommendation to the Committee whether to approve the request and whether to replace the member with an interim representative from the members’ agency or sector until the member returns to service.

- **Types of Members**

While all seats are subject to staffing changes at represented agencies, the following designates the types of seats filled by Committee members:

- Jurisdictional members determined by HUD: Pierce County, the City of Lakewood, and the City of Tacoma. Each jurisdiction has the authority to select their appointee and all subsequent replacement appointees.
- CoC Governance Charter Seats (“Charter Seats”) are either required by state or federal law or identified by the Committee to be of value and therefore necessary for optimal functioning of the Committee. See Attachment D for Committee Composition. The Committee shall annually review the institutions, sectors and populations represented by the Charter Seats on the Committee.
- Advisory Seats may be designated and are non-voting members who attend and participate in meetings to provide advice and expertise on issues (e.g., former elected Committee members, representatives of groups not designated as Governance Charter Seats, etc.). Members in advisory seats shall serve at the will of the Committee.

- **Vacancies**

All vacancies on the Road Home shall be reviewed with an equity lens and with the overarching goal to reflect the community that is served by the committee. Vacancies on the committee will be handled as follows:

- Jurisdictional seats. In the case of a jurisdictional seat vacancy, the City of Tacoma, City of Lakewood, and/or Pierce County will be responsible for designating another member to fill its vacant seat.
- Governance Charter Seats required by HUD. In the case of a Charter Seat that is required by HUD, the agency or institution will replace the vacant seat with a position of equal or greater position and that would be equally invested in the process and the work of the CoC.
- Governance Charter seats identified by the Committee. In the case of a vacant Charter seat, the Membership Subcommittee will conduct outreach to the same sector, institution, or population of the vacated seat. The process will follow as outlined in the application for membership section of this Governance Charter. The new member will start a new term of 3-years upon their approval from the Committee.

- **Open Membership and New Members**

Call for membership is open and continuous. Applications are available on the Continuum of Care page on the PCHS website. The Committee will also issue a public invitation to apply annually via the website and through available social media. Vacant or newly added positions will be filled at the time of elections, as vacancies arise, or as a need for representation is identified.

A Membership Subcommittee shall serve to recruit, retain, orient, and track Committee member attendance. One member of the Executive Subcommittee shall serve on the Membership Subcommittee. The Membership Subcommittee will strive to secure candidates who represent the diverse and inclusive populations the Continuum of Care serves.

- **Application for Membership**

New members must complete a membership application. All submitted applications will be considered as follows:

- Applications are initially reviewed by the Membership Committee to verify Committee vacancies and identify additional information, if any, needed from the applicant; The Membership Subcommittee will hold an informal meeting with all applicants to gather additional information regarding history, experience, and to brief them on expectations of the Committees including but not limited to time commitment and meeting schedule.
- If there is a majority vote for approval at the Membership Subcommittee, the application(s) is/are forwarded to the Committee for final vote; and
- Committee voting will follow the steps outlined below, in the Committee Member Participation Section.

COMMITTEE OFFICERS

- **Officers**

The Officers of the Committee shall include a Chair(s) and a Vice-Chair. Officers shall be current members of the CoC when elected and throughout their terms and shall not be compensated for their services as such officers. In the event both the Chair(s) and Vice-Chair are unavailable for a Committee meeting, any former Chair or Vice-Chair can serve as an interim Chair, starting with the most recent former Chair. If there are no former chairs or vice-chairs available, any committee member can step forward to serve as interim chair.

The Chair and Vice-Chair are responsible for scheduling meetings of the Committee, ensuring that the Committee meets regularly or as needed, setting meeting agendas, ensuring the duties of the Committee are met including action steps for the Five-Year Strategic Plan and Consolidated Plan as necessary.

- **Officer Nomination and Voting**

Committee Officers will be nominated by members of the Committee at any meeting or through email to PCHS assigned staff and elected through majority vote of votes received. Voting will follow the process outlined in Committee Member Participation Section.

- **Term of Office**

Each officer shall hold office for a term of no more than two years. Officers may serve up to two consecutive terms. Each term shall be for two-year staggered term. To prevent two new Officers being elected simultaneously and to preserve leadership continuity, the Committee may choose to elect Chair(s) and Vice-Chair in alternating years (e.g., so two new Officers would not be elected at the same time.)

- **Resignation of Officers**

Any Officer may resign at any time by giving written notice to the designated PCHS staff for dissemination to the Executive Subcommittee. Any such resignations shall take effect at the time specified within the written notice, or if the time is not specified therein, upon its acceptance by the Executive Subcommittee.

A Committee vote to replace an Officer who has resigned shall be held in accordance with Officer Nomination and Voting Section, herein at the next regularly scheduled Committee meeting.

CODE OF CONDUCT AND CONFLICTS OF INTEREST

- **Expectations and Code of Conduct**

Committee, Subcommittee, Work Group and Task Force members as well as PCHS staff must exercise care, diligence and prudence when acting on behalf of the CoC.

Committee and Subcommittee members are required to adhere to the CoC standards of conduct as described in Attachment E – Expectations and Code of Conduct. The Executive Subcommittee will review all complaints or concerns brought to their attention regarding conduct, and if evidence of violations is found, the matter will be taken to the Committee for action.

Member(s) of the Committee may be recommended for removal by a majority vote for repeated absence, misconduct, failure to participate, or violation of the conflict of interest or code of conduct policies. The recommendation will be forwarded to the Executive Subcommittee to act. Member(s) will be notified of removal by letter within 30 days of the Executive Subcommittee receiving all necessary information to act on removal.

If the person(s) whose conduct is under review is a member of the Executive Subcommittee, that person(s) may not be present for the review except for the purpose of responding to requests for information from the Executive Subcommittee.

- **Conflict of Interest**

Committee and Subcommittee members must abide by the following rules in order to avoid conflict of interest in compliance with 24 CFR 578.95 (b) and (d) and promote public confidence in the integrity of the Committee and its processes. Failure to adhere to these rules is grounds for removal from the Committee and any of its Subcommittees.

- Committee and Subcommittee members may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
 - Any organization that they or a member of their immediately family represents or has representation in the previous year; and/or

- Any organization from which they or a member of their immediate family derives, or has derived, income or anything of value in the previous year.
 - Whenever Committee or Subcommittee members or any of their immediate family member have a financial interest or any other personal interest in a matter coming before the Committee or one of its Subcommittees, they must:
 - Fully disclose the nature of the interest; and
 - Recuse themselves from discussing, lobbying, or voting on the matter.
- **Disclosure**

Committee and Subcommittee members must disclose any actual, potential or perceived conflicts of interest regarding any business included in the meeting's agenda at the beginning of each Committee or Subcommittee meeting.
- **Abstention from Decision-Making**

Any matter in which Committee or Subcommittee members have an actual, potential or perceived conflict of interest will be decided only by a vote of disinterested individuals. The minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested Committee or Subcommittee members' actual, potential or perceived conflicts of interest and their abstention.
- **Annual Conflict of Interest Acknowledgement Form**

Members of the Committee or of any Subcommittee must sign a Conflict of Interest Acknowledgement Form annually, affirming that they have reviewed the conflict of interest policy and disclosing any conflicts of interest that they face or are likely to face in fulfillment of their duties as members. Members will not be permitted to participate until the statement is on file with the Collaborative Applicant.

Conflict of Interest Acknowledgement Forms must be reviewed at the beginning of each funding cycle by assigned PCHS staff and the Executive Subcommittee. See Attachment F – Annual Disclosure of Conflict of Interest.
- **Conflicts of Interest for CoC Application Evaluation Subcommittee**

No person with a conflict of interest may serve on the CoC Application Review Subcommittee. For the purpose of this section only, a conflict of interest exists if:

 - The person currently, or within the last one year has been, or has a current agreement to serve in the future as, a Board member, staff member, or paid consultant of an organization making a proposal for funding; or
 - The person's employer or an organization on whose Board of Directors the person sits, now has, or within the last one year has had a contractual relationship with an organization making a proposal for funding; or
 - Any other circumstance exists which impedes the person's ability to objectively, fairly and impartially review and rank the proposals for funding.

- No conflict of interest exists if a Subcommittee member's employer or the organization on whose Board of Directors the member sits is a funding entity or organization whose mission includes providing services and/or funding to other services providers.

COMMITTEE MEMBER PARTICIPATION

- **Committee Meetings**

Committee Meetings will be held at least monthly, with agendas provided at least five business days in advance of the meetings. Supplemental meetings may be scheduled if there is business that needs to be conducted. Meeting notices shall be distributed by email and posted on the CoC page of the PCHS website. Meeting minutes shall be distributed by email to the Committee. Meeting frequency, time, and locations can be altered by a majority vote, to meet the needs of the Committee.

Committee meetings shall be governed by Robert's Rules of Order. Committee business may be conducted, and issues voted upon at any scheduled regular or special meeting, or by electronic vote.

- **Recordkeeping**

As the appointed Collaborative Applicant, recordkeeping support will be provided by PCHS, to include preparation of written agendas, meeting minutes, and meeting announcements. PCHS will maintain records necessary to meet, at minimum, the requirements under the CoC Interim Rule, 24 CFR part 578.

- **Attendance**

Committee members are expected to attend meetings and be prepared to discuss matters presented for their deliberation. Members are required to attend no less than 75% of meetings (e.g., at least 9 of 12 monthly meetings) within a calendar year. Committee members must notify designated PCHS staff of their excused absence and if they are sending a proxy from their organization. Failure to meet the attendance requirement or repeated failure to complete work assignments will be grounds for removal from the Committee and/or Sub-Committee assignments. See Resignation or Removal below.

- **Resignation or Removal**

Resignation: Any Committee member may resign at any time by giving written notice to the designated PCHS staff member. Any such resignation shall take effect at the time specified within the written notice or if the time is not specified therein upon its acceptance by the Committee.

Removal: Any Committee members who is absent without cause for three (3) consecutive meetings may have their seat declared vacant. Such seats will be filled through the process described above under Committee Member Participation Section; E Quorum and Voting.

- **Quorum and Voting**

No less than 50% of seated Committee members will constitute a quorum for the transaction of business at any meeting. If no quorum is present, the meeting shall be adjourned, or its agenda will be limited to non-action items. For the purposes of satisfying the quorum requirements, non-voting proxies will not be counted. See Attachment D – Committee Composition.

At all meetings, business items may be decided by arriving at a consensus or by vote. Votes shall be cast in accordance with Robert’s Rules of Order and shall pass upon approval by a simple majority of those in attendance at a meeting where a quorum is present. Each member shall have one vote. No member may vote on any item which presents a real or perceived conflict of interest.

- **Proxies**

A Committee member who is unable to attend a given meeting may designate, in writing, the Committee member who may act as her/his/their proxy. The written authorization must be provided to the PCHS Staff and the Chair(s) via email at least one business day before the scheduled meeting. The Chair will read all assigned proxies at the start of the meeting and entered into the record. A proxy may only be given to an existing Committee member.

A Committee member who has been designated as a proxy in conformance with 1) above, may cast a vote for her/himself and a second vote in her/his/their capacity as a proxy. Should there be a hand count or roll call conducted for a particular action item, both votes cast by the Committee member acting as proxy must be recorded with the vote cast as proxy clearly identified. Should the Committee member have to abstain from a given vote as her/himself/themselves or in her/his/their capacity as a proxy, the role for which s/he/they casts the abstention must be clearly identified.

The designation of a Committee member as a proxy shall be made for one meeting. The designation of a proxy is intended to be made only in exceptional circumstances and should not be used in lieu of regular attendance by any Committee Member.

- **Action via Electronic Vote**

Any action deemed time sensitive by the Executive Subcommittee or the Collaborative Applicant that requires approval by the Committee in advance of the next scheduled meeting, including changing the Governance Charter, may be taken via electronic vote. An emailed electronic survey shall be used as the instrument to detail the action item(s) and request a vote.

Committee members shall have no less than two business days to cast their vote. The electronic survey results will be attached to the most recent approved minutes and posted to the CoC website. All other provisions of the following sections of the Governance Charter shall apply to voting without a meeting: Notice of Meetings; Quorum & Voting; Proxies.

SUBCOMMITTEES, WORKING GROUPS, AND TASK FORCES

Except where a conflict of interest may occur, all Subcommittees will include at least one member from the Committee, who will act as Chair of the Subcommittee. Subcommittees may be comprised of members from the Tacoma/Pierce County Coalition to End Homelessness or others as needed to provide expertise and/or background knowledge. Subcommittees will take minutes and make regular reports to the Committee.

- **Standing Subcommittees**

The CoC may designate standing Subcommittees to carry out certain Committee responsibilities. Current standing Subcommittees include the Executive Subcommittee and those identified below and will be reviewed annually and revised as necessary. Should a need be identified for additional standing committee(s) it/they will be created, combined, or removed by a super majority vote (i.e. 66% or more in favor.) See Attachment G – Subcommittee, Work Groups, and Task Force for additional duties and responsibilities.

- **Membership Subcommittee.** The Membership Subcommittee shall be convened monthly or on an as-needed bases such as when new applications have been received or vacancies must be filled. Membership on this subcommittee will consist of at least four CoC members from any sector or organization.
- **Executive Subcommittee.** The Executive Subcommittee shall be convened monthly or on an as-needed basis. Membership on this subcommittee will consist of the CoC Chair(s) and Vice-Chair and all additional Subcommittee chairs.
- **Coordinated Entry Subcommittee.** The Coordinated Entry Subcommittee shall meet monthly or on an as-need bases. Membership on this subcommittee will consist of at least one CoC Member and all community partners of the Coordinated Entry System.
- **Application Evaluation Subcommittee.** The Application Evaluation Subcommittee shall be convened on an as-needed basis, depending upon funding cycles.
- **Program Performance Measurement Subcommittee.** This Subcommittee shall review program performance and create performance benchmarks and targets and establish priorities for housing interventions and funding projects.
- **Strategic Initiatives, System Coordination, and Resource Development Subcommittee.** This Subcommittee shall coordinate program design and implementation, including creating provider partnerships and providing technical assistance for potential funding opportunities; focus on cross-sector collaboration; focus on identifying new revenue resources and encouraging coordination for collaborative responses to funding opportunities and establishing community support to leverage new funding.

- **Subpopulation Subcommittees.** These Subcommittees shall focus on needs of, and services for, specific subpopulations, including Single Adult, Youth, Families with children, Veterans, Chronic, Domestic Violence etc.
- **Homeless Management Information System Subcommittee.** These Subcommittees shall focus implementation of the Pierce County Homeless Management Information System to include training, data requirements, and providing information to providers accessing Homeless Management Information System.
- **Ad Hoc Subcommittees, Work Groups, and Task Forces**
Ad hoc Subcommittees, Work Groups, and Task Forces can be established as needed by the CoC per a simple majority vote upon recommendation by the Executive Subcommittee, existing standing Subcommittees, the Collaborative Applicant, or the HMIS Lead.

APPROVAL OF GOVERNANCE CHARTER AND SUBSEQUENT AMENDMENTS

The Executive Subcommittee, in consultation with PCHS as its designated Collaborative Applicant and HMIS Lead, will review this Governance Charter no less than annually and recommend to the Committee any needed changes to improve the functioning of the CoC and maintain compliance with federal and state regulations. The Committee will be asked to approve proposed changes or ratify the existing Governance Charter. This Governance Charter and every subsequent amendment to it must be approved by a super majority (at least 66%) of Committee members at a meeting with a quorum present.

At least every five years, the Executive Subcommittee will invite interested CoC Members to participate in a comprehensive review and discussion of the Governance Charter.

ATTACHMENTS

- Attachment A – Division of Responsibilities
- Attachment B – Consolidated Application Submission Process
- Attachment C – HMIS Governance Charter
- Attachment D – Committee Composition
- Attachment E – Expectations and Code of Conduct
- Attachment F – Annual Disclosure of Conflict of Interest
- Attachment G – Subcommittees, Work Groups, and Task Forces