

Attachment G

Subcommittees, Work Groups, and Task Forces

Standing Committees, Purpose and Responsibilities

Membership Subcommittee

The purpose of the Membership Subcommittee is to ensure the Continuum of Care represents the community that is served in Pierce County. The Membership Subcommittee will meet on an as needed basis when new applications have been received or when vacancies on the Committee have been identified. Membership on this subcommittee will consist of at least four CoC members from any sector or organization. The Membership Subcommittee will:

- Develop CoC recruitment policies to ensure an equity for all populations;
- Review, annually, CoC recruitment policies;
- Conduct outreach to desired sectors;
- Review membership applications to ensure that the Continuum of Care fully represents the community they serve;

Executive Subcommittee

The purpose of the Executive Subcommittee will be to assist with the functioning and leadership of the Road Home Committee. The Executive Subcommittee will meet monthly, approximately ten (10) days before the next scheduled Committee meeting. The Executive Subcommittee will:

- Monitor and guide the implementation of the Plan.
- Develop policies and priorities to be presented to the Road Home Committee for adoption.
- Work with Road Home Committee and partner staff to track and prioritize annual workplans and emerging homelessness issues.
- Provide critical input to time sensitive policy considerations, as requested by the Road Home Committee.
- Assist with developing an annual Road Home Committee meeting schedule for all the Subcommittees.
- Assist in developing the agendas for the Road Home Committee meetings and identify priority topics for discussion.
- Determine if there are representative membership categories that have not been addressed within the Road Home Committee and Subcommittees.
- Affirm members to subcommittees and mediate issues around membership.
- Establish attendance expectations for committee members and communicate with committee members whose attendance falls below accepted threshold regarding continued membership.

Coordinated Entry Subcommittee

The purpose of the Coordinated Entry Subcommittee will be to develop and recommend policies, practices, and tools for the Pierce County Coordinated Entry System; within requirements of Washington State Department of Commerce and U.S. Department of Housing and Urban Development. Subcommittee membership will include all participating partners of the Coordinated Entry System. The Coordinated Entry Subcommittee shall:

- Develop and adopt Guiding Principals
- Recommend referral mechanisms, handoffs and connections, geographical considerations, and interface with the Domestic Violence system as appropriate.
- Set goals for assessment and prioritization
- Define triage and assessment, prevention and diversion (processes, tools, results)
- Recommend Intake/Prioritization and program navigation
- Recommend training logistics and needs
- Incorporate considerations for special populations as appropriate

Application Evaluation Subcommittee

The purpose of the Application Evaluation Subcommittee will be determined by the priorities and focus of the specific funding application and shall not include representatives of any agencies applying for funding or anyone with a perceived conflict of interest. To the extent possible, subcommittee members shall represent a variety of sectors, comparable to the representation on the Committee. The Application Evaluation Subcommittee shall:

- Continuum of Care Funding
 - Review all projects that meet threshold eligibility
 - Score and rank projects and provide the ranking recommendation to the Committee
- Homeless Housing Project Funding
 - Review all projects that meet threshold eligibility
 - Score projects and provide the ranking recommendation to the Document Recording Fee Committee for final funding decision
- Other Funding Opportunities
 - Review all projects that meet threshold eligibility
 - Score projects and provide the ranking recommendation to the responsibly committee or Council.

Program Performance Subcommittee

The Program Performance Subcommittee will focus on the continuum level data and identifying or coordinating with systems that collect data within Pierce County communities. The data and analysis process are intended to guide and provide feedback to committees and the Committee and to inform planning processes under this Governance Charter. The Program Performance Subcommittee shall:

- Follow direction and guidance from the Committee;
- Oversee subcommittees as created by the Committee;

- Identify existing community data systems related to the goals of the Committee;
- Establish relationships with entities collecting data and generating reports from data;
- Recommend data analysis plans;
- Keep the Committee informed of laws, rules, policies regarding data collection and sharing;
- Report back to the Committee; and
- Make recommendations to the Committee as appropriate in relationship to the work they are conducting.

Strategic Initiatives, System Coordination, and Resource Development

The Strategic Planning Committee will focus on coordinated program design and implementation, including creating provider partnerships and providing technical assistance for potential funding opportunities; focus on cross-sector collaboration; and focus on identifying new revenue resources in the community.

- **Strategic Initiatives**
 - Annual updates to the 5-year Strategic Plan;
 - Action Steps for the 5-year Strategic Plan;
 - Follow direction and guidance from the Committee;
 - Oversee subcommittees as created by the Committee;
 - Identify best practices;
 - Perform a needs and gaps analysis;
 - Utilize data, reports and information from other committees;
- **System Coordination**
 - Document cross-collaboration;
 - Develop discharge policies (state and local) to ensure that no person exits from a system of care to homelessness. This includes, but is not limited to, foster care, health care, mental health care, and correctional facilities;
 - Evaluation efforts and results of subcommittees formed for this work;
 - Review and evaluate policies of different systems as issues arise;
- **Resource Development**
 - Oversee subcommittees as created by the RDC or as assigned by the Committee;
 - Identify potential new sources of funding;
 - Examine ways to build capacity in the community to submit strong applications for funding;
 - Bring stakeholders together to encourage collaborations and coordinating responses to funding opportunities;
 - Be a catalyst to channel community support for projects/activities submitted for funding;
 - Make recommendations to the Committee as appropriate in relationship to the work they are conducting.

The Homeless Management Information System Subcommittee

The Homeless Management Information System Subcommittee will focus on the implementation and day to day operations of the Homeless Management Information System. The Homeless Management Information System Subcommittee shall:

- Provide New User training and annual training to all system providers on the Homeless Management Information System
- Track and Monitor all data quality issues and provide technical assistance to providers as required or requested
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Special Population Subcommittees

The Special Population Subcommittees provide venue for deeper investigation of strategies and policy needed to achieve the Road Home goals and goals as outlined in the Strategic Plan. Populations Subcommittees include, but are not limited to;

- **Chronic**
- **Domestic Violence**
- **Youth**
- **Veterans**
- **Households with children**
- **Single Adults**

Current Work Groups, Subcommittees and Ad-Hoc Committees

- Diversity and Equity Subcommittee
- Homeless Point-in-Time Count Subcommittee
- Landlord Liaison Project Subcommittee *quarterly meetings: date*
- Rapid Rehousing Providers Meetings *May 2013 - Present*
- Permanent Supportive Housing Provider Meeting *May 2013 - Present*