

Table of Contents

Contents

Preamble2

Mission2

Vision2

Purpose of this Charter.....3

 Stakeholders include:4

 The Coalition supports:4

 Performance Targets & Monitoring4

Coalition General Membership & Voting Membership.....7

 General Members.....7

 Voting Membership7

 Coalition Member Recruitment and Solicitation (General and Voting Members)8

Coalition Quarterly Membership Meetings8

The Coalition Board9

 Coalition Board Roles and Responsibilities9

 Board Composition and Terms10

 Board Member Elections.....12

 Board Officers and Terms.....13

 Board Vacancy, Removal & Resignation13

 Meetings and Action.....15

 Board Staffing.....15

Policy Committees15

Sonoma County Racial Equity Workgroup.....17

Sonoma County Lived Experience Advisory Planning (LEAP) Board17

 Non-Discrimination18

 Conflict of Interest and Recusal Processes18

 Recusals of Conflicted Members - Preferred and Alternative Processes20

Annual Document Review & Amendments	21
Administrative Agencies	22
Lead Agency.....	22
Collaborative Applicant	22
Homeless Management Information System (HMIS) & HMIS Lead	23
HMIS Lead Evaluation	23
Sonoma County HMIS Lead Responsibilities	24
HMIS End User Agreements, HMIS Participation Agreements and Fees	25
HMIS Fees.....	26
HMIS Vendor Selection.....	27
HMIS Policies and Procedures.....	27
Appendix A: Terms, Definitions, and Acronyms.....	28
Appendix B: Board Protocols	29
Appendix C: Coordinated Entry Policies and Procedures.....	31
Attachement A: Conflict of Interest Form	32

Preamble

The Sonoma County Homeless Coalition is the legislative body which under Federal law has the primary responsibility for addressing homelessness in Sonoma County in collaboration with County government, cities, community-based organizations, faith-based organizations, persons with lived experience, and the Sonoma County public. It is the system whereby all who want to reach functional zero in homelessness in our region can be part of the community solutions.

Mission

The Sonoma County Homeless Coalition addresses the problems of housing and homelessness by having a countywide, community-informed, lived-experience-informed, and person-centered system that is compassionate, transparent, inclusive, financially responsible, equitable, coordinated, and outcomes-based.

Vision

Our vision for the Coalition in Sonoma County is that:

- We have a unified, coordinated, equitable, and integrated system with a clear vision across the community to reduce homelessness.
- The people of our region, via our Coalition, have a system of care that ensures that all persons experiencing homelessness have a safe, supportive and permanent place to call home.
- The people of our region are collectively building a future in which there are sufficient resources, political leadership, and community involvement to end homelessness as a permanent fixture in our social landscape.
- Our system:
 - ensures quick access to permanent housing, stable and increased income for participants, strength-based consumer relationships, effective and financially responsible services and programming, coordination and collaboration with mainstream partners, policy and resource advocacy, and comprehensive community education.
 - provides for programming and services in all regions of Sonoma County.
 - Supports policies that address the disparity we have experienced in Sonoma County between community members' financial resources and housing costs.
 - Commits to equity and inclusion to engage all community members, regardless of background, throughout Sonoma County, especially those whose voices have been traditionally marginalized.
 - Is transparent and clear when it comes to funding and funding decisions.

The Coalition is committed to upstream investments before problems occur, to reduce overall societal costs, including:

- Diverting those at imminent risk of homelessness from entering shelters via robust homelessness prevention effort(s).
- Engaging and empowering people who are experiencing homelessness, to reclaim their dignity and to regain housing stability.
- Avoiding high criminal justice and hospital costs, and negative health outcomes, with appropriate housing, income, and access to health services.
- Aligning public and private efforts to address the problems we share.

Purpose of this Charter

This Governance Charter and associated Policies and Procedures memorialize how stakeholders meet the federally-defined responsibilities of operating a US Department of Housing and Urban Development (HUD) Continuum of Care (CoC) as found in the Program Rule at [24 CFR Part 578](#). As described, HUD empowers and expects the Sonoma County Homeless Coalition to lead local policy and program development around homelessness. The Coalition (as CoC) also determines the Collaborative

Applicant (the agency that coordinates our HUD Continuum of Care application, among other things), Homeless Management Information Systems (HMIS) provider, Coordinated Entry operator, and the Continuum of Care's lead administrative agency.

Stakeholders include:

- People without a home
- Individuals committed to ending homelessness
- Government entities such as the County and municipalities and educational entities
- Nonprofit and for profit service providers
- Communities – including residents and businesses - affected by homelessness
- Federal and State funders
- Persons with lived experience in homelessness

Stakeholders are committed to the broad values of being: person centered, inclusive, equitable, collaborative, integrated, communicative, coordinated, data driven, transparent, accountable, sustainable, proactive, and comprehensive.

The Coalition will be guided by a commitment to Diversity, Equity, and Inclusion (DEI). The Coalition will promote equity for communities of color disproportionately affected by homelessness through Coalition membership participation and leadership to assure decision-making is conducted with an awareness of the people we serve. This may include methods such as:

- Recruiting organizations representing these communities as Coalition members and leaders.
- Training to promote decision-making that reflects awareness of the people we serve.
- Tracking and reporting results by race and ethnicity, starting with the annual or semi-annual Point in Time (PIT) Count of sheltered and unsheltered homeless.
- Considering funding and policy decisions that support and uplift DEI and belonging.

The Coalition supports:

Performance Targets & Monitoring

1. Establish appropriate performance targets by population and program in consultation with the Coalition (and HUD Continuum of Care) Program Grantees and sub-recipients then:

2. Monitor performance and evaluate outcomes of Emergency Solutions Grants (ESG) and other CoC-funded programs.
 - a. ESG recipients provide housing and related support services for low-income persons and their households in the entire Coalition Service Area in accordance with HUD ESG Program regulations and the State of California Emergency Solutions Grant (“CA ESG”) Program regulations.
3. Improve performance in reducing homelessness
 - a. Ensure compliance with federal regulations and steward public resources to ensure they are retained in Sonoma County.
 - b. Report to the U.S. Department of Housing and Urban Development (HUD) as required/requested.
4. Coordinated Entry (CE) and Assessment
 - a. Establish and operate a coordinated entry and assessment system in consultation with CoC fund recipients, ESG fund recipients, and other Coalition stakeholders.
 - b. CE Policies and Procedures: <https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/for-providers/sonoma-county-coordinated-entry>
5. Written Standards
 - a. Establish and follow written standards for providing Coalition assistance in consultation with CoC and ESG fund recipients.
 - b. Written standards must include:
 - i. Policies and procedures for evaluating individuals' and families' eligibility for assistance.
 - ii. Policies and procedures for determining and prioritizing which eligible individuals and families for assistance (ie. transitional housing, rapid rehousing, permanent supportive housing).
 - iii. Emergency Transfer Priority policies and procedures
 - iv. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance.
 - c. Coalition’s Written Program Standards: <https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/continuum-of-care/coc-governance-and-compliance>
6. Homeless Management Information System (HMIS)
 - a. Designate a single HMIS for the Sonoma County geographic area and designate an eligible applicant to manage it.
 - b. Review, revise, and approve privacy, security, and data quality plans

- c. Ensure consistent participation of the Coalition's Program Grantees (including ESG and CoC recipients) and sub-recipients in HMIS.
 - d. Ensure that the HMIS is administered in compliance with HUD requirements.
 - e. HMIS Policies and Procedures: <https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/providers/sonoma-county-hmis>
7. Planning
- a. In the context of regional homelessness strategic planning efforts:, (a) compile information on the status of and changes in Sonoma County homeless housing and service needs; (b) obtain information on activities, programs, policies and evidence of outcomes elsewhere; (c) revise Coalition funding and programs in light of this information.
 - b. Coordinate implementation of a housing and service system
 - c. Conduct a point-in-time count of sheltered and unsheltered homeless individuals, families, veterans, and youth that meets HUD's requirements, at least once every 2 years.
 - d. Conduct an annual gaps analysis of homelessness needs, housing units/beds, and services.
 - e. Provide information required to complete the Consolidated Plan(s)
 - f. The Lead Agency and HMIS Lead will establish appropriate performance targets by population and program in consultation with the CoC and ESG Program Grantees and sub-recipients.
 - g. Monitor performance and evaluate outcomes of the following programs: Emergency Solutions Grant (ESG), Continuum of Care (CoC), Homelessness Housing Assistance and Prevention (HHAP), Homelessness Housing Incentive Program (HHIP), and all programs funded by local government.
8. Application for US HUD Continuum of Care Program Funds:
- a. Design, operate, and follow a collaborative, fair, and transparent process for developing applications and approving submission of applications in response to a CoC Program Notice of Funding Opportunity (NOFO).
 - b. Establish priorities for funding projects.
 - c. Determine if one or more applications will be submitted
 - d. If more than one, designate the Collaborative Applicant
 - e. If only one, the applicant is the Collaborative Applicant
 - f. Rank multiple applications if required by HUD

Coalition General Membership & Voting Membership

Anyone or any entity committed to the prevention and ending of homelessness is welcome in the Homeless Coalition; there are general members and voting members as described below. There are no meeting requirements, dues or fees needed to become a member.

General Members

General Members include any individuals or organizations who participate in and support the Coalition or who actively address homelessness in Sonoma County and will honor codes of conduct and confidentiality requirements. Once your application is received and approved, you need not reapply. These members may include, but not be limited to:

1. Nonprofit homeless service providers
2. Homelessness prevention service providers
3. Victim Service Providers and providers who assist victims of domestic violence
4. Disaster planning and prevention agencies
5. Faith-based organizations
6. Funders
7. Governments
8. Businesses
9. Advocates
10. Public housing agencies
11. School districts
12. Social service providers
13. Medical professionals
14. Mental health agencies
15. Hospitals
16. Universities
17. Affordable housing developers
18. Law enforcement
19. Organizations that serve homeless and formerly homeless veterans
20. Homeless and formerly homeless persons

Voting Membership

The difference between General and Voting membership is the right to vote during the annual Coalition Board elections. Each organization, as an approved voting member, will be granted one vote during elections. Organizations located in Sonoma County will be granted voting rights upon receipt of an application, at the discretion of the Coalition Board, based on material contributions or commitment to supporting the vision of the

Coalition. Applicants may be required to demonstrate that they have a Sonoma County location. Applications shall state the reasons for their request, including their role and contributions to meeting the Coalition's vision. Voting membership applications will be sent to the Coalition's Chair and Vice Chair for review of compliance with the Charter. If there are any issues or concerns with applications received, applications will be submitted to the Coalition Board for approval or rejection. Applications in question will be considered by the Board prior to any election so long as received before the agenda where these decisions are made is posted. Once approved as voting members, organizations are not required to reapply annually.

Staff of the Collaborative Applicant, Lead Agency, or HMIS Lead are not eligible to vote.

The County of Sonoma, all cities and school districts, and any other body reporting to an elected governing board in Sonoma County will be limited to one vote in the Coalition Board elections per governing board. Thus, the County and cities, which are also governing bodies for other purposes, shall not have additional votes for those roles. The Coalition Staff will maintain Voting Membership eligibility lists and make them available prior to all Coalition Board elections. A current list of approved voting members can be located on our website using the following link:

<https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/sonoma-county-homeless-coalition/homeless-coalition-quarterly-meetings>

Coalition Member Recruitment and Solicitation (General and Voting Members)

The Coalition staff will work with Coalition Board members to invite potential new members – both general members and voting members – to join the Coalition. This should occur well in advance of the Coalition's Special Membership meeting in December during which elections to the Board will be held. Invitations to potential new members should include organizations representing communities of color and any person or group disproportionately affected by homelessness.

Coalition Quarterly Membership Meetings

1. Frequency: The Coalition will hold full membership meetings quarterly at a time and location that is accessible to homeless participants and to those with mobility disabilities. Membership meetings shall be in person.
2. Open Meeting: Meetings of the Coalition will be open to any interested person.
3. Agendas: Staff will disseminate an agenda for the Quarterly Membership meeting at least three business days in advance of the meeting through electronic mailing lists,

on the Coalition's web page, and on other websites as appropriate. Presentations of these meetings are available upon request. Staff shall preview the upcoming Quarterly Membership meeting agenda with the Coalition Board in advance of the next Quarterly Membership meeting.

The Coalition Board

Coalition Board Roles and Responsibilities

1. The Coalition Board determines policy and acts as the Coalition's decision-making group.
2. The Coalition Board manages the US HUD Continuum of Care (CoC) Program in Sonoma County, including ranking proposals for submission to HUD under the annual CoC Program NOFO. With staff support, the Coalition Board coordinates and reviews the HUD CoC grant application process for the Continuum of Care. This includes defining community priorities and reviewing CoC Program applications. The Coalition Board acts on behalf of the CoC and ensures that the CoC:
 - a. Scans the environment for best practices and innovations
 - b. Assesses the system for gaps, overlaps, duplication, strategic conflicts, etc.
 - c. Coordinates quarterly membership meetings with published agendas

In addition, the Board is responsible for:

- d. Overseeing the designated Collaborative Applicant to fulfill major duties of the Continuum of Care. Prior to each competition of funds through the NOFO, the Board will designate approval authority for the HUD CoC consolidated application during its March meeting.
- e. Monitoring implementation of any Homelessness Strategic Plan or related regional planning effort
- f. Adopt and follow a written process to select a governing board to act on behalf of the Coalition as the Continuum of Care. The written process must be reviewed, updated, and approved by the Coalition Board at least once every 5 years.
- g. Setting Coalition priorities
- h. Actively seeking participation from organizations listed within this Charter that are eligible for membership; including inviting new members to join the Coalition at least on an annual basis.
- i. Ensuring transparent governance and monitoring potential conflicts of interest
- j. Delegating activities to and overseeing Coalition Policy committees

- k. Designating the Homeless Management Information System (HMIS) Lead to manage the HMIS system in Sonoma County and entering into the HMIS Lead agreement with the HMIS Lead.
 - l. Ensuring consultation of ESG recipients throughout planning and implementation of Coalition activities.
 - m. Taking a holistic view of all funding to address homelessness in Sonoma County in its decisions, and offering recommendations on funding decisions by other bodies as it deems appropriate.
3. Only the Board may designate an individual or entity to speak for the Coalition or its components.
- a. With the exception of removal policies in this Charter, any grievance related to the CoC Program will follow HUD policies and contracts.
4. Individual Members: Individuals serving on the Board must:
- a. Commit to preventing and ending homelessness
 - b. Attend meetings of the Board
 - c. Participate as an active member of the Coalition
 - d. Seek out input from the peers, industry, and/or population they represent
 - e. Bring that input to Board deliberations while remaining attentive to un-represented views
 - f. Communicate Board work to the peers, industry, and/or population they represent
 - g. Adhere to all Governance Charter policies

Board Composition and Terms

1. Board Composition: The Board shall have seventeen (17) voting members, including nine appointed seats:
 - a. One representative from the City of Santa Rosa, designated by the City Council.
 - b. One representative from the City of Petaluma, designated by the City Council.
 - c. One representative from the Sonoma County Board of Supervisors, appointed by the Board of Supervisors.
 - d. One senior management representative of a department within the County of Sonoma that has a direct connection to the homelessness system of care as selected by the County Executive Officer. The representative may not be in the same Department nor have any reporting relationship to a County Department serving as the Lead Agency, Collaborative Applicant, or HMIS Lead.

- e. One representative from the northern region of the county, including Cloverdale, Healdsburg, and Windsor, selected by the City/Town Councils of those cities.
- f. One representative from the Sonoma Valley, including the City of Sonoma, selected by the Sonoma City Council.
- g. One representative from the western region of the county, including Sebastopol and Guerneville, selected by the Sebastopol City Council.
- h. One representative from Rohnert Park and Cotati, selected by the City Councils of those two cities.
- i. One representative of the largest homeless services agency in Sonoma County (non-government), as measured by the total number of shelter, transitional housing, and permanent housing beds cataloged in the current Coalition Housing Inventory Chart.
- j. One Tribal representative, as elected by the Sonoma County Homeless Coalition Tribal Leadership Committee.

Eight seats shall be elected in a formal election process by the Coalition's Voting Membership or lived experience advisory board(s) as follows:

- k. One representative of a homeless services provider, different than the one with an appointed seat, as elected by Coalition voting members.
- l. One representative from a licensed health care organization, as elected by Coalition voting members.
- m. One individual currently experiencing homelessness or who has experienced homelessness within five years (at the time of election) prior to the Coalition Board election, as elected by the Lived Experience and Planning (LEAP) Board.
- n. One individual representing homeless transitional age youth (TAY - ages 18-24 at the time of election) currently experiencing homelessness or who has experienced homelessness within five years (at the time of election) prior to the Board election, as elected by the Coalition's Youth Action Board (YAB) if functioning or as determined by the LEAP Board if the YAB is not functioning.
- o. One representative of a homeless advocacy organization, as elected by the Coalition's voting members.
- p. One at large seat. Candidates for the large seat need not be members of the Coalition, anyone is eligible to apply.
- q. One representative from organizations led by and serving Black, Brown, Indigenous, and other People of Color, as elected by the Coalition's voting members.

All board members may select an alternate to represent them in the absence of a scheduled meeting. As best as possible, Board members will use a consistent alternate to maintain consistency. If a pattern emerges where a board member consecutively sends an alternate, suggesting they may no longer be able to serve, a discussion around capacity will be arranged with the board member, involving Coalition Staff and/or the Chair and Vice Chair.

Terms for elected members will be two years and shall be staggered such that roughly half of the elected members' terms are voted upon each year, with the other half remaining in place until the next year.

Appointing authorities and voting members will be asked to consider these factors in voting for the "at-large" seats:

1. It is a goal of the Coalition to have each geographic region of the county represented evenly on the Coalition Board
2. Diversity of representation, including persons representing the criminal justice system, housing development or property management, business interests, and private hospitals or health agencies
3. Representation of the people we serve, including sub-populations of people experiencing homelessness and communities of color disproportionately affected by homelessness.

No term limits shall be set for Board membership, and indefinite reelection is permissible.

Board Member Elections

1. Process: Elections shall take place annually during a special membership meeting in December.
 - a. Staff to the Coalition Board shall determine a preliminary list of members eligible to vote, based on requirements for voting members. The resulting list of voting members shall be published through the Coalition's electronic mailing lists and website.
 - b. Challenges may be made regarding organizations eligible to vote as well as applications for Coalition Voting Member status. The Coalition Board shall consider voting eligibility for any applications and challenges received at its meeting immediately prior to annual elections.
 - c. Eligible voting organizations must have their voting contact confirmed with the Coalition staff one week prior to the election.
 - d. Nominations for open seats shall be solicited for a period of approximately four weeks prior to the annual election. Nomination forms

must be received by the Coalition staff by the close of business fourteen (14) calendar days preceding the election. Self-nomination is permissible. The list of candidates and their applications will be published via the Coalition website at least three working days before the election.

- e. Candidates may run for only one seat.
- f. Ballots shall be distributed to a representative of voting organizations in person at the meeting or through other means if the election is held virtually or in a hybrid fashion. Once marked, the ballots will be collected by Board members holding appointed seats, and tallied by them.
- g. If an equal number of votes are received, a run-off vote will be taken. If a tie vote remains, the Board chair (or proxy) will randomly select the winning candidate.
- h. Coalition staff will announce the winners of the election at the membership meeting, and post the full results as soon as practical on the Coalition's website.

Board Officers and Terms

1. Officers: Seated Board members shall select by a simple majority vote a Chair and Vice Chair for one-year terms at the first meeting of the Board each calendar year.
2. The Chair and Vice Chair positions cannot both be held by homeless services providers.
3. The Chair conducts Coalition Board meetings. The Vice Chair serves in the Chair's absence. Any member of the Coalition Board may be elected as Coalition Board Chair or Vice-Chair.
4. Terms: Officers shall serve for one-year terms.
5. Term limits: There will be no term limits for Officer positions; indefinite re-election is permissible provided that the persons serving as Chair or Vice-Chair remain on the Board as elected or appointed by their appointing organization or agency.

Board Vacancy, Removal & Resignation

1. Vacancy: In the event of a vacancy of an elected member, the members of the Coalition Board will elect a successor to hold the seat for the remainder of the vacated seat's term. In the event of a vacancy of the Chair, the Vice Chair will serve as Chair. In the event of a vacancy of the Vice Chair, the Coalition Board shall elect an interim Vice-Chair to complete the term.
2. Employment Transition: In the event an elected member leaves their job, the seat follows the elected board member for the remainder of their term.

- Specific elected board seats (Homeless Service Provider, Licensed Health Care Organization, Homeless Advocacy Organization) will need to still qualify for the assigned designation (i.e. the person must still work in that field), and the transition will need to be approved by the Coalition Board.
3. Removal – The Coalition Board Chair and Vice-Chair may direct the removal of a Coalition Board member who:
 - a. Is absent (and does not send a proxy) for three (3) regularly scheduled Board meetings in a calendar year; or
 - b. Absent with or without a proxy for more than four (4) regularly scheduled Board meetings in a calendar year.
 - c. Coalition Board members may also be removed by a 3/4 vote of the Board for cause including but not limited to:
 - i. Failure to perform Board member duties
 - ii. Failure to comply with this Charter and/or applicable policies
 - iii. Engaging in conduct that constitutes a conflict of interest

Such seats will then be filled through the process described above under vacancies.
 4. Resignation: Any member of the Coalition Board may resign at any time by giving written or verbal notice to the Chair or to Coalition staff. Any such resignations will take effect at the time specified within the written notice or if the time is not specified, by the written or verbal acceptance by the Coalition Board Chair.
 5. Board Training: Within 90 days of joining the Coalition Board for the first time, a Board member is expected to complete the following training when made available by the Coalition staff in a recorded medium. Those Board members who have completed training on topics through other means (such as serving on an elected body) are not expected to take training offered through the Coalition. Topics include:
 - a. Brief history of the Sonoma County Homeless Coalition
 - b. Roles and responsibilities of a Coalition Board member
 - c. Coalition Conflict of Interest Policy
 - d. Ethics
 - e. Brown Act
 - f. Rosenberg's Rules of Order
 - g. HUD objectives and requirements
 - h. Funding and fiscal responsibilities of the Board
 - i. Sexual Harassment prevention
 - j. Current state of homelessness in Sonoma County
 - k. Diversity Equity and Inclusion 101

Meetings and Action

1. Frequency: Meetings will take place not less than six (6) times per year.
2. Open Meeting: Meetings of the Coalition Board will be open to the public, either in person or via an electronic link (ie. Zoom or Teams).
3. Agendas will be developed by Lead Agency staff and shall be reviewed by the Coalition Board Chair and/or Vice Chair.
4. Quorum: For purposes of voting on Board matters, a quorum is defined as a majority of seated members of the Board present either in person or via telephone or Internet connection. Currently vacant seats do not count in the quorum calculation.
5. Decision-making: The Coalition Board's primary method of decision-making shall be a working consensus. For decisions involving funding, and those for which a timely decision cannot be made through a consensus process, decisions will be made by a simple majority vote. In these cases, yeas, nays, and abstentions will be recorded in the minutes.
6. Voting: Only seated members or their named alternates or proxies may vote on items before the Board.
7. Proxy: Should a seated member or alternate be unable to attend a Board meeting, the member or alternate may assign a proxy notifying the Chair and Coalition staff prior to the meeting.
8. Action between Meetings: Actions may be taken by Coalition Staff or Board officers out of necessity due to time constraints. The Board as a whole shall be provided with an explanation of the circumstances that prompted such action. Actions between meetings must be explained to the Board as a whole at the following regular meeting.

Board Staffing

The Sonoma County Department of Health Services (DHS) serves as Coalition's Lead Agency staff to the Board. Staff responsibilities include assisting the Board in meeting all of its responsibilities. The DHS will be the custodian of all Coalition, Board, and committee documentation and records.

See Appendix B for further information on protocols for the Board and Committees.

Policy Committees

The Coalition Board may establish and abolish policy committees at its discretion. The committees' duration (which can be indefinite) shall be set by the Board at the time of their formation or until the next revision of this Charter. The Board will consider the

following factors and others it deems appropriate in establishing and abolishing committees:

1. Committee membership. Coalition staff will solicit applications for newly established committees through an open application process. A Selection Membership Ad Hoc Committee, formed by the Coalition Board, will review and select applications for recommendations to present to the Board for final approval.
2. Role of Committee Chairs. The role of any Committee chair shall be to ensure the successful operation of the Committee, to involve the public and other Committee members in the discussion, and to accomplish the overall purpose of the Committee. Committee Chairs are discouraged from using their role to further specific individual agendas not aligned with the Committee's larger purpose.
3. Officers: Seated Committee members shall select by a simple majority vote a Chair and Vice Chair for one-year terms at the first meeting of the Committee each calendar year.
4. Each committee shall have at least one person with lived experience of homelessness.
5. A Chair, Vice-Chair, or Committee member may be removed by the Coalition Board Chair or Vice-Chair if that committee member is absent (and does not send a proxy) for three (3) regularly scheduled committee meetings in a calendar year.
6. A Committee Chair or Vice-Chair may be removed if they fail to adequately and appropriately advance the goals and responsibilities of the Committee. The Selection Membership Ad Hoc Committee will be called to assess individual cases as they arise and will provide removal recommendations to the Coalition Board, which holds the ultimate authority for these decisions.
7. Committee applications will be solicited on an annual basis after the Coalition Board elections and new Board members are seated. Applications will be collected by Coalition staff. Annual committee applications will be reviewed and approved by a Selection Membership Ad Hoc Committee formed by the Coalition Board. Recommendations from the Ad Hoc Committee will be brought to the Coalition Board for final approval.
8. Committee vacancies may also be referred to the Board Chair and Vice Chair to select a replacement if vacancies occur outside the annual open application period. The Committee may recommend a replacement candidates as approved by a majority of seated Committee members.
9. In the rare event of multiple committee vacancies outside the annual application process leading to quorum issues, the Coalition Board may activate the Selection Membership Ad Hoc Committee. Applications from the previous annual cycle may be utilized, or new applications may be solicited in exceptional cases.
10. Procedural requirements including taking of minutes and reporting to the Board. Committees are expected to have formal agendas, allow for public comment, and

to take, at a minimum, attendance, and action minutes that can be provided either in written form or verbally to the Coalition Board at an upcoming public meeting of the Board.

11. Availability of staff to provide support. In some cases, Coalition staff, due to workload or vacancies, may be unable to diligently staff a Committee. The Board Chair and Vice-Chair shall consult with Coalition staff prior to forming a new Committee to attempt to ensure that staffing the Committee is consistent with the Coalition's staff workload abilities.

Current Policy Committees of the Homeless Coalition can be located on the Coalition website: <https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/sonoma-county-homeless-coalition/committees>

Sonoma County Racial Equity Workgroup

The Sonoma County Racial Equity Workgroup is comprised of individuals with lived experience of homelessness, community members, local providers, and government officials with a focus on centering racial equity to reduce racial disparities across the Homeless Coalition's system of care. Unlike Policy Committees, Racial Equity Workgroup meetings are not public and follow a different operational structure. Although staffed by the Coalition, their work is not guided by the Homeless Coalition Board, but the group provides feedback in an advisory role and makes recommendations to the Board.

Sonoma County Lived Experience Advisory Planning (LEAP) Board

The LEAP Board consists of individuals with diverse backgrounds and lived experiences of homelessness, with a particular focus on racial and ethnic diversity. Unlike Policy Committees, LEAP Board meetings are not public and follow a different operational structure. Although it is not a formal committee of the Homeless Coalition, the LEAP Board plays a crucial advisory role, supporting both the Homeless Coalition Board and homeless service agencies. Its aim is to enhance homeless programs, services, shelters, and housing. The LEAP Board Chair, or an appointed representative, attends Homeless Coalition Board meetings as a non-voting member to provide updates on the LEAP Board's current efforts and offer their expertise and experience. Continuum of Care Policies

Non-Discrimination

The members, officers, committee members, contractors and services of the Coalition will be selected and offered entirely on a nondiscriminatory basis with respect to race; color; national origin or citizenship status; age; disability (physical or mental); religion; sexual orientation or identity; gender, gender identity or gender expression, genetic information; HIV or AIDS; medical conditions; political activities or affiliations; military or veteran status; status as a victim of domestic violence, assault or stalking; or any other federal, state or locally protected group.

Providers of the Coalition are required to adhere to HUD's Equal Access Final Rule (EARFR) and HUD's Gender Identity Final Rule (GIFR). Through the final rules, HUD ensures equal access to individuals in accordance with their gender identity in programs and shelter funded under programs administered by HUD's Office of Community Planning and Development (CPD). HUD's housing programs are open to all eligible individuals and families regardless of sexual orientation, gender identity, or marital status.

If Coalition projects are out of compliance with the Coalition's anti-discrimination policies, the Coalition staff shall take corrective action. Non-discrimination policy violations include any violation of HUD's EARFR & GIFR, provisions of federal civil rights laws, including the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, or Titles II and III of the Americans w/ Disabilities Act. The Coalition staff shall report to the Coalition Board the violation(s) and recommended a Corrective Action Plan. Coalition staff shall also notify the findings to State and/or Federal representatives to work on a resolution when *necessary*.

Eligibility for Children and Youth Educational Services

Providers of the Coalition shall adopt policies and procedures to inform individuals and families experiencing homelessness of their eligibility for educational services.

Conflict of Interest and Recusal Processes

1. All members of the Coalition shall abide by the conflict of interest guidelines in the US HUD's Continuum of Care Interim Rule at [24 CFR 578.95](#) and any successor regulations, notably that:
2. A member of the Coalition Board or of one of its Committees may have an individual conflict of interest or an organizational conflict of interest. These are described as:
 - a. An individual conflict of interest. This occurs when a person's own self-gain and their commitments to the Governance Board and Coalition

interfere. The person is potentially unable to provide impartial or unbiased support to the Governance Board and Coalition in certain situations, like awarding funding or ranking applications for funding. An example of a potential individual conflict is when a Board member has a relative or partner working at the organization applying for funding.

- b. An organizational conflict of interest is when a person is potentially unable to provide impartial support to the Governance Board and Coalition in certain situations due to their employment or relationship with an organization. An example of when this can happen is a Board member is employed at a partnering organization applying to the Coalition for funding.
3. No member of the Coalition Board or relevant Committee may participate in or influence the discussion or resulting decisions concerning the award of a grant or other financial benefits in which they have an organizational, individual or for those with whom they have immediate family or business ties, during their tenure or during the one-year period following their tenure.
4. Lobbying: Board or Committee members submitting a proposal, or parties representing proposers, must not attempt to influence any member of the Committee or Board, or Coalition staff regarding the acceptance of a proposal through ex-parte contact may result in rejection of the proposal.
5. No member of the Coalition Board or relevant Committee shall vote upon or participate in the discussion – including as a member of the public - of any matter that has or will have a direct financial bearing on the organization that the member represents. This includes all decisions with respect to funding allocations, awarding contracts and implementing corrective actions. Other representatives of Board members' organizations may participate in these discussions.
 - a. For Board members from government bodies, this applies to Board members employed by the department or division receiving funds, other departments or divisions, and members of the governing body including a city or the County.
6. All members of the Coalition Board or relevant Committee have a duty to disclose potential conflicts of interest. As such, each Board member or relevant Committee member will sign a Conflict of Interest statement not later than February 28th of each calendar year using the template form shown as Attachment A or using a reasonably similar document as produced by Coalition staff. Members who find themselves faced with a potential conflict between their business, organizational or private interests, and their Coalition responsibilities shall avoid conflict of interest during the decision-making process by following these guidelines for disclosure and recusal:

- a. Disclose any actual or potential conflicts of interest in advance of the meeting to the Board Chair, Vice-Chair, or Coalition staff in a manner that allows the meeting leaders to appropriately direct recusals of conflicted members;
 - b. Publicly disclose conflicts of interest at relevant Coalition Board and Committee meetings; and
 - c. Recuse themselves at any time from involvement in any decision or discussion in which they believe they may have an individual or organizational conflict of interest. If the Board Chair or Vice-Chair has an organizational or individual conflict of interest, they shall recuse themselves from any action that may provide a direct financial benefit to themselves or their organization. This may include, but not be limited to, leading a specific meeting, directing staff, or directing the development of a meeting agenda.
 - i. Board or Committee members who have recused themselves during a meeting are not allowed to make public comments on agenda items in which they have a conflict. However, they may have a staff member present to provide public comment on behalf of their organization for the item in which they are recused.
 - d. Board or Committee members should submit any technical questions in writing in advance of the meeting in which decisions are being made. If this is not possible and a question arises from a conflicted Board or Committee member, the Coalition Board or Committee may respond depending on the circumstantial evaluation of the situation.
7. If an action is taken that causes an intentional or unintentional violation of the conflict of interest policy, the following will occur:
- a. In the case of an intentional violation, the offending Board or Committee member shall forfeit their seat, and the Coalition Board may or may not determine to undo or re-do the action in question, depending on the recency of the action and the action's longer-term effects; and
 - b. In the case of an unintentional violation, the offending Board or Committee member may be directed to complete additional training, and the Coalition Board may or may not determine to undo or re-do the action in question, depending on the recency of the action and the action's longer-term effects.

Recusals of Conflicted Members - Preferred and Alternative Processes

It shall be the goal of the Coalition Board to establish itself and its Committees, especially any committee that reviews procurement and funding, to maintain a meeting quorum of non-conflicted members at all times. Doing so is a best practice. In the

event that a meeting quorum may be maintained with conflicted members leaving the room during discussion and vote, this shall be the preferred process for discussing and voting on funding issues.

However, in the event that a quorum cannot be maintained if all conflicted members leave the room for discussion and vote, one of the below alternative processes shall be followed:

1. The Board, funding committee, and Coalition staff may determine that a procurement process (specifically review of applications, scoring, and ranking) should be done by subject matter experts who are not Coalition members at all (i.e. from other regions, other government agencies, etc.). In this instance, the outside subject matter experts would be responsible for reviewing applications and making a recommendation to the Board or funding committee (or both) versus having a funding committee provide its own recommendation.
2. If the meeting is online, one or more conflicted member(s) may return to the online meeting room with camera and microphone off to maintain a quorum. The conflicted member may not engage at all in the meeting, its discussion, or its vote.
3. The meeting may be structured so that all conflicted members are left in the meeting room and funding items are discussed one by one, or program category by program category. During the time that a funding item is discussed (for example, Service Provider A's program funding), any person with a conflict associated with Service Provider A or Service Provider A's program category shall leave the room until such time as discussion occurs, ends, and a vote is taken. The process can repeat vote-by-vote until all votes are complete.

Annual Document Review & Amendments

The Board will review this Charter at least once every two years to ensure that the Charter remains consistent with HUD's CoC Program requirements as well as the Coalition's objectives and responsibilities. As the Lead Agency, Coalition staff is responsible for bringing forward the bi-annual recommended revisions to the Charter, which may be done with or without the Board's creation of an ad hoc committee to propose and/or review the recommended revisions. The Coalition Board is responsible for the final annual adoption of the Charter.

The Coalition Board will have the power to adopt, amend, or repeal the provisions of this Governance Charter by a simple majority of the Board.

Administrative Agencies

Lead Agency

The Sonoma County Coalition Board will designate a Lead Agency that will provide meeting support for the Board, and all other committees. The Lead Agency is responsible for scheduling meetings, developing agendas, issuing meeting materials and posting all relevant documents to the Coalition website. All responsibilities are documented in the Continuum of Care Lead Agency Memorandum of Understanding, pending Homeless Coalition Board and legal approval.

The designation of the Lead Agency is valid for a maximum of two (2) years and will be renewed automatically every year thereafter. Once approved, either party, the Coalition or the Lead Agency, may terminate the MOU at a date prior to the renewal date specified in the MOU by giving 180 days written notice to the other party. The termination shall be effective on the date specified in the notice of termination.

At the time of the relevant amendment to this charter, the Coalition's designated Lead Agency is the Sonoma County Department of Health Services.

Collaborative Applicant

The Coalition Board will designate a legal entity who is also a Continuum of Care Program eligible applicant to serve as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all Continuum of Care Program funded projects within the geographic area. The Collaborative Applicant is also responsible for submitting the annual application to HUD for Continuum of Care Program funding and to apply for Continuum of Care Planning dollars. These and any additional responsibilities are documented in the Continuum of Care Collaborative Applicant Memorandum of Understanding, pending Homeless Coalition Board and legal approval.

The designation of the Lead Agency is valid for a maximum of two (2) years and will be renewed automatically every year thereafter. Once approved, either party, the Coalition or the Collaborative Applicant, may terminate the MOU at a date prior to the renewal date specified in the MOU by giving 180 days written notice to the other party. The termination shall be effective on the date specified in the notice of termination.

The Coalition Board shall vote on the delegation of authority for approval of the Consolidated Application submission on behalf of the Coalition, as the Continuum of Care, annually during the March meeting (ie. approval by the Collaborative Applicant, a

Committee, or the Coalition Board). Before the submission of the annual application to HUD for Continuum of Care Program funding, the Collaborative Applicant shall submit a final draft of the application to the Sonoma County Coalition Board for review. Depending on the timing of the submission to HUD, the Collaborative Applicant will create a timeline for submission to HUD and for members of the Coalition for review.

At the time of the relevant amendment to this charter, the Coalition's designated Collaborative Applicant is the Sonoma County Department of Health Services.

Homeless Management Information System (HMIS) & HMIS Lead

The Sonoma County Coalition Board designates the HMIS Lead. The Sonoma County Department of Health Services is the current Homeless Management Information System (HMIS) Lead, until and unless the Sonoma County Coalition Board designates another HMIS lead agency.

The Sonoma County Coalition Board shall ensure that the HMIS Lead Agency is operating in compliance with current HUD HMIS Regulations and other applicable laws. The Coalition Board and HMIS Lead agree to update HMIS operational documents and HMIS policies and procedures annually in order to comply with any updates to HMIS standards established in notices or other guidance, within the HUD- specified timeframe for such changes.

The Coalition Board shall consider and approve or reject new or updated HMIS vendor selections following an appropriate procurement process led by Coalition staff and subject to approval by the Sonoma County Board of Supervisors.

HMIS Lead Evaluation

The HMIS Data Committee shall conduct at least a bi-annual evaluation of the HMIS Lead's performance. The evaluation shall include, but not be limited to:

1. A user satisfaction survey
2. The extent to which the HMIS Lead complies with US HUD and State HMIS requirements
3. The extent to which the HMIS Lead and HMIS licensed users meet current data quality standards and have appropriate plans to address any deficiencies in these standards.
4. The extent to which the HMIS Lead assists in the development and display of modern and updated data presentation models via the Coalition's web page or related sites. It is not necessarily the role of the HMIS Lead to take the lead in

analyzing the data and recommending system strategies, but the HMIS Lead is expected to participate in analysis discussions and presentations.

Every two years, the Coalition Board shall review the biannual evaluations and any corresponding corrective actions. Upon conducting this review if any areas of concerns are found to be not addressed, the Coalition Board will vote on whether the HMIS Lead Agency is in compliance with pertinent regulations and Coalition Board expectations. Additionally, the Board shall consider if the HMIS lead has taken appropriate corrective actions to improve any areas of concerns.

If the Coalition Board finds that the HMIS Lead has not taken acceptable measures to improve on areas of concern outlined by the HMIS Data Committee, the Coalition Board may vote to develop a timeline for corrective actions or vote to assign a new HMIS Lead.

If the Coalition Board votes to assign a new HMIS Lead, the Board shall direct Coalition staff and the HMIS Data Committee to follow an appropriate procurement process per Coalition staff, as the Lead Agency, regulation to solicit and select a HMIS Lead. Upon receiving and reviewing received qualification proposals, Coalition staff and the HMIS Data Committee shall make recommendations for the Coalition Board for a final vote to select the new HMIS Lead.

Sonoma County HMIS Lead Responsibilities

HMIS Lead responsibilities include:

1. Ensuring all HMIS activities are carried out in accordance with the HEARTH Act of 2009 and the relevant HMIS Data Standards.
2. Development and annual revisions of HMIS policies and procedures annually to remain in compliance with changes in Coordinated Entry Guidance, HMIS Data Standards, the HEARTH Act of 2009, and any new regulations.
3. Annual review of existing Documents including the Privacy Plan, Data Quality Plan, Security Plan, Governance Charter & Policies and Procedures to ensure compliance with any new federal, state or local regulations.

While the final responsibility resides with the HMIS Lead Agency, Sonoma County divides the duties between 3 parties:

1. The HMIS Lead Agency is responsible for updates to the HMIS Policies and Procedures and the creation of or any revisions to existing documents for HMIS in compliance with new regulations and system changes.
2. The HMIS Data Committee will review, provide feedback and approve any HMIS procedural and/or document changes.

3. The Sonoma County Coalition Board will have final approval of annual revisions to the HMIS Policies and Procedures.

The HMIS Lead will monitor Covered Homeless Organizations (CHO) participating in the HMIS system for compliance with the Sonoma County HMIS Policies and Procedures, Privacy Plan, Security Plan, and HMIS Data Standards.

Sonoma County HMIS Policies and Procedures/forms:

<https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/for-providers/sonoma-county-hmis>

Current Sonoma County Covered Homeless Organizations can be located on the HMIS/Coordinated Entry System Release of Information on our website (please see *Combined Release of Information: HMIS and Coordinated Entry* section):

<https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/for-providers/sonoma-county-hmis>

HMIS data for HUD System Performance Measures and Coordinated Entry outcomes will be posted on a public dashboard on a monthly basis and monitored by the Data Committee.

HMIS End User Agreements, HMIS Participation Agreements and Fees

1. The HMIS Lead executes HMIS End User Agreements with every user that participates in and contributes to the data in HMIS. End users of any Participating Agency shall execute, follow, comply with, and enforce the Sonoma County HMIS End User Agreement. The end user must sign an HMIS User Agreement before being granted access to the Sonoma County HMIS.
 - a. The HMIS System Administrator and/or the Participating Agency will provide the end user a HMIS End User Agreement for signature after required training is completed.
 - b. The HMIS System Administrator will collect and maintain HMIS End User Agreements of all end users.
2. The HMIS Lead executes HMIS Participation and End User Agreements with every Contributing Homeless Organization (CHO) that participates in and contributes to the data in HMIS.
 - a. HMIS End User Agreement and HMIS Participation Agreements located here: <https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/for-providers/sonoma-county-hmis>

3. The HMIS Lead Agency holds the responsibility for monitoring CHO's compliance with the Participation Agreement. A detailed course of action for compliance issues can be referenced in the Sonoma County HMIS Policies and Procedures located here: <https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/for-providers/sonoma-county-hmis>
 - a. In emergency situations, i.e. security breach and/or imminent danger to the database, the HMIS Coordinator immediately contacts and reports to Sonoma County Department of Health Services' (DHS) Ending Homelessness Manager, who has final authority for the impending action.
 - b. In all other cases, the HMIS Coordinator implements a course of action outlined in the following steps:
 - Step 1: Consultation with the Provider Agency
 - Step 2: Written warning
 - Step 3: Sanctions
 - Step 4: Probation
 - Step 5: Suspension
 - Step 6: Termination

HMIS Fees

1. HMIS fees are based on two factors and are calculated using a formula that factors in number of user licenses, and data quality error rates. The formula and document used to calculate these fees shall be shared with the HMIS Data Committee for review and approval prior to billing.
 - a. Fees are assessed every two years at the beginning of each fiscal year.
 - b. CHOs may attend Data Committee meetings and provide feedback on the proposed HMIS fee formula proposal.

Example:

Total fees collected/HMIS match requirement = 25% of Coalition HMIS funds. (\$81,789 in 2021)

Participation fees are broken into the following categories, with each provider paying a percentage (%) of each categories total.

Number of Users - 50% of the total (varies for each provider) Data Error Rate - 50% of the total (varies for each provider)

2. Participation fees are charged to CHOs via the HMIS Lead Agency and are billed to each Partner Agency on an annual basis.

HMIS Vendor Selection

The Coalition currently uses the Efforts to Outcomes HMIS data base with Bonterra. Bonterra is contracted with the HMIS Lead Agency, Sonoma County Department of Health Services, until the end of April 2025 which is approximately \$ 218,474.01 per year.

HMIS Lead staff will administer an annual survey to all providers using the Homeless Management Information System (HMIS). The purpose of this survey is to gather feedback on the software's performance and effectiveness. The survey will include sections to evaluate:

- Aspects of the software that are working well
- Areas where improvements are needed
- Any additional training needs or related comments

The HMIS Lead staff will compile and analyze the survey results and provide a detailed report to the Homeless Coalition Board. This report will help inform decisions and guide enhancements to the HMIS system and related training programs. Additionally, the feedback will be used to assess whether the selected vendor's data system is effectively meeting the local HMIS needs and requirements, ensuring that it supports the goals and functions of the local homeless service network.

The Coalition has only changed HMIS vendors once and the decision was with the Lead Agency. However, should the vendor be changed again, Coalition staff, as the Lead Agency, will consult with both the Coalition Board and the local Board of Supervisors, both of which contribute funds to support HMIS.

HMIS Policies and Procedures

Please see Sonoma County Homeless Management Information System (HMIS) Policies and Procedures for additional information regarding the following (including additional HMIS Lead roles and responsibilities):

1. HMIS Security Plan
2. HMIS Privacy Plan
3. HMIS privacy Compliance and Grievance Policy
4. HMIS Data and Quality Standards

HMIS Policies and Procedures can be located on the Coalition's website using the following link: <https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/for-providers/sonoma-county-hmis>

Appendix A: Terms, Definitions, and Acronyms

1. The Homeless Coalition Board (formerly referred to as the **Continuum of Care Board**) is the governing board established to act on behalf of the Sonoma County Continuum of Care (CoC) using the process established as a requirement by C.F.R. §578.7(a)(3) and in compliance with the conflict-of-interest requirements at §578.95(b).
2. **CoC Program Grantee (Recipient)** The CoC Program Grantee is the “recipient” as used by HUD and means an applicant that signs a grant agreement with HUD.
3. **Collaborative Applicant** means the eligible applicant that has been designated by the Coalition to submit the annual CoC Consolidated Application for funding on behalf of the Coalition. In addition, the Collaborative Applicant is the only entity that can apply for a grant for Continuum of Care planning funds on behalf of the Coalition. This Charter designates the Sonoma County Department of Health Services as the Collaborative Applicant for the Continuum of Care.
4. The **Continuum of Care (CoC), also referred to as the Homeless Coalition**, means the group organized to carry out the responsibilities required by the HUD CoC Program, composed of representatives of organizations, including nonprofit homeless 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, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.
5. **Homeless Management Information System (HMIS)** HMIS is a local information technology system used to collect client-level data and data on the provision of housing and services to individuals and families at risk of and experiencing homelessness. Each Continuum of Care is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards.
6. **HMIS Lead** means the entity designated by the Coalition to operate the Coalition's HMIS on its behalf. This Charter designates the Sonoma County Department of Health Services as the HMIS Lead for the Coalition.
7. **Covered Homeless Organization (CHO)** Any organization (including its employees, volunteers, affiliates, contractors, and associates) that records, uses or processes data on homeless clients for an HMIS.

8. The **Sonoma County 5 Year Strategic Plan to Prevent and End Homelessness** is Sonoma County’s strategic plan to prevent, reduce and end homelessness as implemented by the Coalition (2023-2027). The strategic plan can be located on the Coalition’s website: <https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/sonoma-county-homeless-coalition/strategic-plan>
9. **CoC** – Continuum of Care
10. **DHS**-Sonoma County Department of Health Services
11. **ESG** – Emergency Solutions Grants
12. **HEARTH Act** – The Homeless Emergency And Rapid Transition to Housing Act of 2009
13. **HMIS** – Homeless Management Information System
14. **HUD** – The United States Department of Housing and Urban Development
15. **MOU** – Memorandum of Understanding
16. **NOFA** – Notice of Funding Availability
17. **NOFO** – Notice of Funding Opportunity

Appendix B: Board Protocols

1. Meetings will be scheduled at the convenience of all Board members equally, and account for the availability of sufficient Coalition staff support. The Board will establish a regular meeting schedule prior to or at the first meeting of each calendar year. Additional meetings may be scheduled with the approval of the Board, or in the absence of a Board meeting by the Chair and Vice Chair.
2. Committee meetings will be scheduled at the convenience of all Committee members equally, and account for the availability of sufficient staff support.
3. Each Board meeting agenda will have a section toward the end entitled “Board member questions, comments, and requests.”
4. The minutes of Board and Committee meetings shall be Action Minutes (versus verbatim minutes) and will include, but not be limited to, all actions taken, including those by formal vote, other direction provided to staff, commitments made by staff or Board members, and statements which Board members request be included for the record. If minutes are recorded, they will include the time at which consideration of each agenda item began. Staff to the Coalition Board will take the minutes.
5. The Board will operate in the spirit of the Brown Act, but meetings will be held in a virtual setting.
6. Meeting agendas and materials will be distributed electronically to Board members and Coalition members, and posted on the Coalition website, at least 72 working hours (excluding weekends and holidays) prior to the meeting’s start time. Agenda items will typically have a report or other material prepared in advance by Coalition

staff. Supplemental documents may be distributed to Board members prior to Board meetings (and shared at Board meetings with the public) and added to the website when required by circumstances, but this should not be a regular practice. If materials are presented at meetings and not in advance, they will be made accessible to the public as soon as is practical. Exceptions for providing materials in advance will be made for special meetings, with noticing requirements consistent with the Ralph M. Brown Act. These requirements shall not preclude earlier distribution and posting of materials for Board meetings.

7. Adding Agenda Items: Board members are encouraged to consult with Coalition staff regarding their availability and the necessary background information when requesting to add agenda items. To ensure a well-organized meeting, no more than one agenda item per meeting may be added using this process. Agenda items proposed by Board members shall be discussed with the Chair and Vice Chair during the agenda-setting meeting. This discussion will ensure adequate Coalition staffing to address the item appropriately, ensuring adequate time for each topic during the selected meeting, and avoiding conflicts with other priorities for the Coalition staff.
8. Any proxy requirement for Board meetings shall extend to Committee meetings.
9. All contracts funded by the Coalition with providers will require consistency with the protocols and practices in the jurisdictions in which the contractors operate as long as such protocols and practices would not cause the provider to become out of compliance with grant/funding regulations.
10. The Board has the authority to choose its legal counsel, and may, following majority Board approval, direct work by counsel within the Coalition Lead Agency's budget for Coalition legal services (if any). Individual members of the Board may not direct legal counsel's work or time incurred.
11. Coalition staff shall prepare and the Board shall review an annual administrative budget for the Coalition by July of each year for the following fiscal year. The budget shall include all sources of revenue including but not necessarily limited to HUD allocations for administrative and other purposes such as HMIS; administrative funds received from funding allocations, grants or donations, and direct financial support from any local government entity. The budget shall also include all categories of Coalition expenditures, including but not necessarily limited to Coalition staff, overhead expenses charged by the Collaborative Applicant or HMIS Provider, services such as contracts and legal fees (which shall be provided by contractor), and other operating expenses.

Appendix C: Coordinated Entry Policies and Procedures

As of January 2018, HUD has required Continuums of Care to develop and implement a coordinated assessment process to prioritize limited housing resources for those experiencing homelessness. Coordinated Entry standardizes the way individuals and families at risk of homelessness or experiencing homelessness access are assessed for and referred to the housing and services that they need for housing stability. The Coalition Board is responsible for oversight of Coordinated Entry operations (including the approval of the Coalition's operator and the Coordinated Entry System Policy and Procedures).

The Coordinated Entry Operator shall provide an annual performance report to the Homeless Coalition Board. The report to the Board will also include a summary of the annual Coordinated Entry HUD self-assessment for compliance with regulation.

The Sonoma County Coordinated Entry System Policies and Procedures are available online. Use the following link to access the information (section "Coordinated Entry Documentation"): <https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/for-providers/sonoma-county-coordinated-entry>

Attachement A: Conflict of Interest Form

**SONOMA COUNTY HOMELESS COALITION BOARD
CONFLICT OF INTEREST STATEMENT**

Please fill out either Part A or Part B, not both

PART A: ATTESTATION OF NO CONFLICT OF INTEREST

I, _____, as a member of the Sonoma County Homeless Coalition Board, affirm that I have reviewed the Sonoma County Homeless Coalition Board’s Conflict of Interest Policy in the Governance Charter and currently hold no conflicts of interest that would prevent me from making decisions about project funding and ranking. If a conflict arises, I will inform the Coalition Board Chair and recuse myself from the discussion.

Signature: _____

Date: _____

Printed Name: _____

PART B: ATTESTATION AND DISCLOSURE OF CONFLICTS OF INTEREST

I, _____, as a member of the Sonoma County Homeless Coalition Board, affirm that I have reviewed the Coalition Board’s Conflict of Interest Policy in the Governance Charter and hereby disclose that I have an interest in the following programs or agencies, and will follow the Governance Charter’s Conflict of Interest Policy regarding recusal.

Name(s) of agency/project in which I have an interest:

Signature: _____

Date: _____

Printed Name: _____



**SONOMA COUNTY
HOMELESS
COALITION**