

The Southeastern Oklahoma Continuum of Care

The Southeastern Oklahoma Continuum of Care is committed to prevent and end the tragedy of homelessness among individuals and families.

Serving Atoka, Bryan, Carter, Choctaw, Coal, Haskell, Hughes, Johnston, Latimer, LeFlore, Love, Marshall, McCurtain, McIntosh, Murray, Muskogee, Okfuskee, Okmulgee, Pittsburg, Pontotoc, and Pushmataha Counties.

Governance Charter

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Organization

The name of this unincorporated organization is the Southeastern Oklahoma Continuum of Care (hereinafter referred to as the “SEO CoC”). HUD reference number OK-507.

Geographic Area

The SEO CoC covers a geographic area in southeastern Oklahoma spanning 21 counties. The area includes Atoka, Bryan, Carter, Choctaw, Coal, Haskell, Hughes, Johnston, Latimer, LeFlore, Love, Marshall, McCurtain, McIntosh, Murray, Muskogee, Okfuskee, Okmulgee, Pittsburg, Pontotoc and Pushmataha.

Purpose

The purpose of the SEO CoC is to:

- Promote community-wide commitment to the goal of ending veteran and chronic homelessness by 2015, ending homelessness for families, youth and children by 2020, and setting a path to ending all types of homelessness;
- Help secure funding for efforts by nonprofit providers and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

Responsibilities

The SEO CoC is responsible for fulfilling duties as follows:

Operation of the CoC

- Hold meetings of the full membership, with published agendas, at least semi-annually;
- Issue a public invitation annually for new members to join within the geographic area;
- Adopt and follow a written process to select a CoC board and review, update, and approve the process at least once every 3 years;
- Appoint additional committees, subcommittees, or workgroups;
- Adopt, follow, and review annually a governance charter in consultation with the collaborative applicant and the HMIS lead;
- For CoC and ESG grants, collaborate with the Oklahoma Department of Commerce (ODOC) to establish performance targets appropriate for population and program type in consultation with recipients and subrecipients, then monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers;
- Establish a centralized or coordinated assessment system in consultation with recipients of ESG Funds; and

- Establish and follow written standards for providing CoC assistance in consultation with recipients of ESG Funds.

Designation and operation of a Homeless Management Information System (HMIS)

- Designate a single HMIS for its geographic area and designate an eligible applicant to manage its HMIS;
- Review, revise, and approve privacy, security, and data quality plans;
- Ensure consistent participation of recipients/subrecipients in HMIS; and
- Ensure that the HMIS is administered in compliance with HUD requirements.

Continuum of Care Planning

- Coordinate implementation of a housing and service system;
- Conduct, at least biennially, a Point-in-Time count of homeless persons that meets HUD requirements;
- Conduct an annual gaps analysis of homelessness needs and services;
- Provide information as required to ODOC so they can complete the Consolidated Plan;
- Consult with ODOC, state and local ESG recipients in the geographic area on the plan for allocating ESG funds and reporting/evaluating performance of ESG programs.

Preparation of a CoC Application for Funds

- Design, operate, and follow a collaborative process for the development of applications and approve submission of applications in response to the CoC Program Notice of Funding Availability (NOFA);
- Establish priorities for funding projects;
- Designate the collaborative applicant to submit the application;
- The collaborative applicant must collect and combine the required application information from all projects within the geographic area and will apply for funding for CoC planning activities.

CoC Membership

Open Membership and New Members

Membership in the SEO CoC is open to all stakeholders in the covered geographic area, including nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans, and homeless and formerly homeless individuals.

Annually, the SEO CoC shall issue a public invitation for any interested person within geographic area to become a member of the CoC. The invitation will be sent to relevant organizations in the

geographic area, shared at local coalition and interagency meetings, and posted on organizational websites.

New members may enroll at any time during the year by providing to the CoC their names, contact information, and any relevant affiliations.

Responsibilities of Members

Most of the responsibilities of the SEO CoC will be carried out by its Board (with input from Members), with the following exceptions:

- Members will vote directly to approve the governance framework set forth in this Governance Charter and any subsequent changes or additions to the Governance Charter;
- Every three years following initial approval of this Governance Charter, members will review, update, and approve changes to the Governance Charter;
- Unless the Board selection process is changed by a subsequent amendment to the Governance Charter, members will vote annually to elect directors to available board positions.

Membership Meetings

The full membership of the SEO CoC shall meet at least semi-annually. All SEO CoC members shall be notified of the date and location of membership meetings.

The first meeting of the year held in January will be the Annual Meeting. The agenda for the Annual Meeting will include:

- A review of any proposed changes to the SEO CoC Governance Charter followed by a vote on those changes;
- Review of the Point in Time Count documents and the Housing Inventory Count; and
- Any other business the Board chooses to put before its members.

Notice of Meeting

Notice of the place, date and time of each Membership Meeting, including the Annual Meeting, shall be sent to members by email or other reasonable means of communication at least one week (7 days) before the meeting date, along with the agenda for the meeting.

Quorum and Voting

The members present at any properly announced meeting of SEO CoC members shall constitute a quorum. Issues presented to SEO CoC members for a vote will be decided by simple majority of the votes cast.

Board

The SEO CoC shall be governed by a Board, which will provide oversight and accountability for all SEO CoC responsibilities. The Board shall Responsibilities of the Board

Except for those responsibilities assigned to the SEO CoC members), the Board will act on behalf of the SEO CoC to fulfill the regulatory duties of a continuum of care set forth in 24 CFR § 578. The Board shall be responsible for approval and implementation of all CoC policies and procedures.

Board Membership

Composition

The Board will consist of an odd number of members including, at a minimum, a representative from each sub-regional lead agency. The Board should be representative of the stakeholder organizations represented within the CoC membership and must include a representative of the CoC Collaborative Applicant. The Board must, at all times, make every effort to ensure the participation of at least one homeless or formerly homeless individual on the Board.

Terms of Office

Board members will serve staggered terms of three years so that approximately one-third the members will stand for election each year. In the first year, newly-elected members will draw lots to determine the length of their term—one, two, or three years. There is no limit to the number of terms a board member may serve.

Nomination and Voting

Each year the existing Board will solicit recommendations from CoC members and develop for Membership approval a slate of candidates for election to the Board. The Membership will vote for open Board positions at the Annual Meeting.

Resignation and Removal

Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Chair. In addition, board members may be removed from the Board by a majority vote of remaining board members for repeated absence, misconduct, failure to participate, or violation of conflict of interest policies.

Vacancies

When a board member resigns or is removed from the Board or cannot serve his/her full term for any reason, the Board may appoint another SEO CoC member to fill the unexpired term.

Officers

Officers

The officers of the SEO CoC shall be a Chair, a Vice Chair, and a Secretary.

Election and Term

The officers shall be elected by the SEO CoC board members, annually, at the last meeting of the year. Each officer shall hold office for a term of one year or until their successors have been elected. No person may hold more than one office.

Chair and Vice Chair

The Chair is responsible for scheduling meetings of the SEO CoC, ensuring that the SEO CoC meets regularly or as needed, and for setting the agenda for meetings in collaboration with the Collaborative Applicant. In the absence of the Chair, the Vice Chair assumes the duties of the Chair.

Secretary

The Secretary shall keep accurate records of the acts and proceedings of all meetings of the CoC Board, or designate another person to do so at each meeting, including documenting all actions taken without a meeting. Such records will include the names of those in attendance. The Secretary shall give all notices required by law and by this Charter. The Secretary shall perform such other duties as the SEO CoC may designate, and shall chair SEO CoC meetings in the case of the absence of the Chair and Vice Chair.

Resignation of Officers

Unless otherwise provided by written agreement, any officer may resign at any time by giving written notice to the Chair or the Secretary. 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 SEO CoC.

Officer Vacancies

Vacancies among the officers may be filled for the remainder of the term by a vote of the majority of the SEO CoC board members at any meeting at which a quorum is present.

Rules of Governance for the Board

Quorum and Voting

A number equal to a majority of the Board shall constitute a quorum for the transaction of business at any meeting.

At all meetings, business items may be decided by arriving at a consensus. If a vote is necessary, all votes shall be by voice or ballot at the will of the majority of those in attendance at a meeting with a quorum being present. Each representative seat shall have one vote. No member may vote on any item which presents a real or perceived conflict of interest.

Proxies

Board members may have non-voting proxies attend meetings in their place.

Action Without a Meeting

Any action that may be taken at any meeting of the SEO CoC Board may be taken without a meeting if that action is approved, in writing (e.g. letter, email) by a majority of all SEO CoC Board members who would be entitled to vote if a meeting was held for such purpose.

Committees and Working Groups

The SEO CoC will carry out its responsibilities through the work of a number of Committees and Working Groups. All CoC Members may participate on Committees and Working Groups. Policies and policy decisions made by Committees and Working Groups must be approved by the Board before taking effect.

Standing Committees

The SEO CoC shall have four standing committees, as follows:

Point in Time/Housing Inventory Count Committee

The Point in Time/Housing Inventory Count Committee facilitates activities surrounding the Point in Time Count and the Housing Inventory Count. These include:

- Develop and disseminate surveys and documents for use during the Count;
- Provide training at the Annual Meeting in January regarding Point in Time and Housing Inventory Count activities;
- Collect Count data from sub-regional lead agencies, compile and prepare Count data for entry into the HUD Homeless Data Exchange (HUD HDX);

Performance and Outcomes Committee

The Performance and Outcomes Committee will collaborate with the CoC Collaborative Applicant, CoC-funded entities, and CoC Membership to:

- Review PIT and HIC data, conduct a gaps analysis, and make recommendations for Board approval of the priorities to be used in ranking requests for CoC funding;
- Develop performance measures to evaluate SEO CoC's overall success in eliminating homelessness, using guidance available from HUD and making changes over time as necessary to incorporate new regulations or guidance available from state or local authorities;
- In collaboration with the Oklahoma Department of Commerce (ODOC), establish written standards and performance measures for ESG assistance and providers;
- Evaluate outcomes of projects funded under the ESG and CoC Program, and provide outcome data to the Collaborative Applicant to report to HUD; and

- Consult with state and local government agencies, homeless service providers, private funders, and other relevant entities and organizations to evaluate available resources and reach agreement about how those resources can be allocated most effectively to implement plans to eliminate homelessness.

Consolidated Application Committee

The Consolidated Application Committee will:

- Work with the Collaborative Applicant to design and implement a collaborative process for developing a consolidated application for SEO programs and projects seeking CoC funding;
- Review findings of the Performance and Outcomes Committee, the program priorities established by the Board, and the applications for new programs or projects, and make recommendations to the Board about which programs/projects to include in the annual CoC application, and rank projects for the application; and
- Develop and oversee operation of a grievance process for agencies whose applications for funding have not been selected by the CoC.

HMIS/Data Committee

The HMIS Committee will work with the HMIS Lead Agency to:

- Develop, annually review, and, as necessary, revise for Board approval a privacy plan, security plan, and data quality plan for the HMIS, as well as any other HMIS policies and procedures required by HUD.
- Develop for Board approval and implement a plan for monitoring the HMIS to ensure that:
 - Recipients and subrecipients consistently participate in HMIS;
 - HMIS is satisfying the requirements of all regulations and notices issued by HUD;
 - The HMIS Lead is fulfilling the obligations outlined in its HMIS Governance Charter and Agreement with the CoC, including the obligation to enter into written participation agreements with each contributing HMIS organization.
- Oversee and monitor HMIS data collection and production of the following reports:
 - Annual Homeless Assessment Report (AHAR); and
 - Annual Performance Reports (APRs).

Other Committees and Working Groups

The CoC may establish committees or working groups as it deems necessary. One existing group will assist the CoC in meeting its regulatory obligations.

Centralized/Coordinated Intake and Assessment Work Group

This Work Group is planning for establishment and operation of a centralized or coordinated assessment system.

Designation of Collaborative Applicant and HMIS Lead

Collaborative Applicant

KI BOIS Community Action Foundation (CAF), Inc. serves as the SEO CoC's Collaborative Applicant.

HMIS Lead

Community Development Support Association (CDSA) serves as the SEO CoC's HMIS Lead Agency.

HMIS Designation

The SEO CoC designates ServicePoint as the single Homeless Management Information System for its geographic area.

HMIS Governance Charter

The duties and responsibilities of the SEO CoC, the HMIS Lead, the HMIS/Data Committee and Contributing HMIS Organizations are set forth in further detail in the HMIS Governance Charter.

Code of Conduct and Conflicts of Interest

Conduct and Attendance

Board members, committee members, and other SEO CoC representatives must exercise care, diligence and prudence when acting on behalf of the SEO CoC. These individuals must complete work they have agreed to undertake on behalf of the SEO CoC in a timely manner. In addition, they must attend Board and committee meetings and be prepared to discuss matters presented for their deliberation. Absence without notice or explanation for three meetings within a calendar year or repeated failure to complete work assignments will be grounds for removal from the Board and/or committee assignments.

Conflict of Interest

Rules Regarding Conflict

Board members, committee members, and other SEO CoC representatives must abide by the following in order to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. Failure to honor this rule will be grounds for removal from the Board and any of its committees.

- Whenever SEO CoC board members, committee members, representatives, or any of their immediate family members have a financial interest or any other personal interest in a matter coming before the Board or one of its committees, they must:
 - Fully disclose the nature of the interest; and
 - Withdraw from discussing, lobbying or voting on the matter.

Disclosure

At the beginning of every meeting of the Board or committee, Board and committee members must disclose if they have any conflicts of interest or potential conflicts of interest regarding any business included in the meeting's agenda.

Abstention from Decision-Making

Any matter in which board members or SEO CoC committee members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. In addition, the minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested board members' and committee members' actual or potential conflicts of interest and their abstention.

Approval of Governance Charter and Subsequent Amendments

This Governance Charter and every subsequent amendment to it must be approved by a majority of SEO CoC members. In consultation with the Collaborative Applicant and the HMIS Lead, the Board will review the Governance Charter annually and recommend to CoC members changes to improve the functioning of the SEO CoC and maintain compliance with federal and state regulations. In addition, every three years, the Board will invite interested CoC members to participate in a review and discussion of the Governance Charter. Based on consensus achieved in that discussion, the Board will ask SEO CoC members to ratify the existing Governance Charter or approve proposed changes to the Governance Charter at the next annual or mid-year meeting.