

Governance and Policy Statements
Circle of Caring Homelessness Board
Carroll County, Maryland

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Section 1: Purpose and Mission Statement

The mission statement of the Circle of Caring Homelessness Board (CoCHB):

Through inclusive and active membership, assessment, and monitoring, we connect our community by sharing current information, identifying resources that can benefit people who are in financial need and facing homelessness, and responding to unmet needs, so that all people in Carroll County can have their basic needs met and a good quality of life.

The CoCHB works to develop, communicate and support strategies that answer the needs of persons who are homeless or at risk of homelessness in Carroll County, Maryland.

Designated by the Board of Carroll County Commissioners in April 1997, the (CoCHB) is a voluntary board composed of concerned citizens and organizations representing Carroll County's system of outreach, engagement and assessment; prevention; emergency shelter; rapid re-housing; transitional housing; permanent housing; and supportive services.

The CoCHB represents through its membership the many sub-populations impacted by homelessness as well as homeless or formerly homeless individuals. The membership also represents the many and varied organizations working on behalf of those in need in Carroll County, Maryland.

The CoCHB, with fiscal and administrative oversight and leadership from Carroll County Government, establishes the structure required by the HEARTH Act to:

- Act as the Collaborative Applicant for the Continuum of Care (CoC)
- Oversee operation of a Homeless Management Information System (HMIS)
- Act as a steward for the strategies developed under the CoCHB Action Plan
- Oversee coordination of the CoC resources and Emergency Solution Grant (ESG) resources

Section 2: Membership

- A. The CoCHB shall consist of consumers, individuals, volunteers and multiple agencies, both public and private, who share a common interest in providing a continuum of services in response to community need.
- B. The membership of the CoCHB shall be composed of 65% private organizations and citizens and 35% representatives of the public sector. To comply with state and federal grant requirements, participation will be sought from the following types of public/ private agencies
 - (1) State Government Agencies
 - (2) Local Government Agencies
 - (3) Public Housing Agencies
 - (4) School Systems/Universities
 - (5) Law Enforcement/Corrections Agencies
 - (6) Local Workforce Investment Act Boards
 - (7) Non-Profit Agencies
 - (8) Faith Based Organizations
 - (9) Funders and Advocacy Groups
 - (10) Businesses
 - (11) Hospital/Medical Representatives
 - (12) Homeless or Formerly Homeless Persons
 - (13) Consumers of Services
 - (14) Private Citizens
- C. To comply with state and federal grant requirements, participation will be sought from entities which serve the following subpopulations:
 - (1) Seriously Mentally Ill
 - (2) Substance Abusers
 - (3) Veterans
 - (4) HIV/AIDS victims
 - (5) Domestic Violence victims
 - (6) Unaccompanied Youth
 - (7) Chronically Homeless Individuals and Families
 - (8) Homeless Families with Children
- D. Members, who are directors of member agencies, when not able to be present, may appoint a designee of the agency to act on their behalf, with the expectation that the agent has authority to make decisions on behalf of the director.
- E. Each member of the CoCHB shall be at least eighteen (18) years of age.
- F. Each member of the CoCHB shall attend meetings and actively participate in the planning and decisions of the CoCHB.
- G. Persons interested in serving on the CoCHB committees shall submit their intentions to the Recording Secretary of the CoCHB.
 - (1) A list of all persons interested in serving as Chair of the CoCHB shall be submitted to the Recording Secretary of the CoCHB, who will forward the names to the Nominating Committee by May 1, for approval prior to submission to the full CoCHB for election.

- (2) Any vacancy in the CoCHB may be filled in the same manner in which the original selection was made.
- H. Each member of the CoCHB shall serve without compensation.
- I. A member may resign at any time by giving notice of such resignation to the Recording Secretary of the CoCHB.
- J. Members shall reaffirm their membership in the CoCHB on an annual basis and update contact information.
- K. New members will be invited at least annually through email lists, press releases and notice on the CoCHB website.

Section 3: Officers

- A. The officers of the CoCHB shall consist of a Chair, Co-Chair and Vice Chair who shall be elected by a majority vote of the members of the CoCHB; and a Recording Secretary who shall be the Administrative Assistant to the Director of Carroll County Government's Department of Citizen Services.
- B. The Chair may be from either the private or public section, and Co-Chair shall be from the opposite sector of the Chair. The Chair and Co-Chair may not receive direct benefit of the programs coordinated by the CoCHB at the time of their appointment. The Chair and Co-Chair shall serve a term of two (2) years. The Chair shall preside at all meetings of the CoCHB, and in the Chair's absence, the Co-Chair shall preside.
- C. The Recording Secretary shall distribute agendas, record CoCHB meetings; produce and disseminate minutes; record votes; schedule meetings and publicize meetings; and maintain the email distribution list.

Section 4: Meetings and Voting

- A. The CoCHB shall hold regular meetings at a time and place designated by the Chair. In any event, the CoCHB shall hold at least bi-monthly meetings.
- B. Special meetings of the CoCHB shall be called by the Chair, or whenever a special meeting is requested in writing by any two (2) members.
- C. Written notice of all meetings shall be given by mail or e-mail. Notice shall be given at least ten (10) days in advance of all regular meetings.
- D. CoCHB meetings are open to the public, there is public notification for meetings and a written agenda is sent advance of the meeting.
- E. Each member Agency is entitled to one (1) vote. For the purpose of conducting official business of the CoCHB, all votes shall be by a simple majority of members present.
- F. Any one or more members of the CoCHB may participate in a meeting by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.
- G. The CoCHB, by a simple majority vote, may designate any issues to be voted on by written or electronic ballot which shall be sent, after discussion of the issue at one meeting, to each member. The results of the vote shall be recorded in the minutes at the next meeting.

Section 5: Conflicts of Interest

- A. Members of the CoCHB are expected to act objectively without being or appearing to be motivated by private gain with respect to any action upon a matter before the CoCHB. It is the responsibility of every CoCHB member to declare his/her interest in a matter before the CoCHB. Members will abide by the Code of Conduct for the CoCHB.
- B. A conflict of interest includes, but is not limited to, the following:
 - (1) Solicitation or acceptance of gratuities, favors, services or anything of monetary value.
 - (2) Participation in the selection or award of a procurement or contract for services where, to the member's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for any award:
 - a. the CoCHB member;
 - b. any member of the CoCHB member's family;
 - c. a business partner of the CoCHB member; or
 - d. any person or organization which employs any of the above or with whom any of the above has prospective employment
 - (3) Casting a vote on the provision of services to be provided any application approved by the CoCHB member or any organization that the CoCHB member directly represents.
 - (4) Voting on any matter which would provide direct financial benefit to the CoCHB member.
- C. Prior to discussion of any matter over which the CoCHB or any of its committees has a review or on which it will take a vote, the following procedures will be followed:
 - (1) The member shall declare his/her interest in the matter.
 - (2) Any person present at a meeting may raise a possible conflict of interest of any member and provide reasons for the claim. The CoCHB shall decide by a majority vote whether or not the claim raised constitutes a conflict of interest.
 - (3) After an interest has been disclosed or raised and substantiated, the member shall not participate in the discussion or vote on the matter.
- D. Members with actual or perceived conflicts of interest shall be prohibited from serving on any procurement, grant, or financial committees.
- E. Members of the CoCHB are subject to the provisions of the Carroll County Ethics Ordinance.

Section 6: Committees

The CoCHB will establish committees to carry out specific tasks. Committee Chairs shall be volunteers and will select a recording secretary for each Committee. The Committee Chairpersons will report to the CoCHB at regular meetings. Committees include:

A. Executive Committee

- a. Membership
 - i. CoCHB Chair
 - ii. CoCHB Co-Chair
 - iii. CoCHB Vice Chair
 - iv. CoCHB Recording Secretary
 - v. Carroll County Government Grants Manager
 - vi. Carroll County Government Department of Citizen Services – Director or Deputy Director
 - vii. Human Services Program of Carroll County Inc. Ass. Director
 - viii. Carroll County Health Department
 - ix. Homeless or previously homeless individual
- b. Meetings
 - i. e CoCHB Executive Committee will meet prior to the regular meeting of the CoCHB to discuss current goals, annual plan, committee reports, and plan the agenda for the upcoming CoCHB meeting.
- c. Tasks
 - i. Address changes in policy as required by grantors
 - ii. Monitor existing federal and state grants for compliance and progress meeting project goals and outcomes
 - iii. Seek new members and help to secure nominations for Officers of the CoCHB
 - iv. Advocate Federal, State, and local legislators on homeless funding and policy decisions
 - v. Review data produced by HMIS and other sources to develop goals and objectives to guide the CoCHB.
 - vi. Provide feedback to the State of Maryland's Consolidated Plan as a non-entitlement jurisdiction.
 - vii. Prepare, review and coordinate submission of the CoC Exhibit 1 including all narrative, tables and charts
 - viii. Oversee work of:
 - 1. Community Service Point HMIS Steering Committee
 - 2. Ten Year Plan to End Homelessness Committee
 - 3. Emergency Food and Shelter Program (EFSP)

B. Community Service Point (HMIS) Steering Committee

- a. Members
 - i. Lead agency is Carroll County Government Department of Citizen Services
 - ii. Convened by CSP Analyst
 - iii. Human Services of Carroll County, Inc. – Associate Director
 - iv. Agencies participating with HMIS

- b. Purpose
 - i. To maintain HMIS per HUD standards for the CoC's geographic area
 - ii. See Section 11 for HMIS Governance

C. Ten Year Plan to End Homelessness Committee

- a. Members
 - i. Committee Chair – CoCHB Co-Chair
 - ii. Key management/director level staff from local and state agencies, homeless service providers, faith based organizations, local businesses and municipality officials and homeless representatives.
- b. Purpose
 - i. Develop and oversee implementation of the County's plan to end homelessness by representing all areas in the Continuum of Care and coordinating goals and objectives with all communities and agencies.

D. Outreach Committee

- a. Tasks
 - i. Reach and inform the community and the homeless population.
 - 1. speaking at meetings
 - 2. newspaper and letter writing campaigns.
 - 3. Annual Point In Time Count
 - a. per HUD requirements
 - b. Coordinated with Maryland homeless count
 - 4. Community Resource Fairs
 - 5. Consumer Resource Guides, such as the wallet cards.
 - ii. Conduct the Annual Point in Time Homeless Count per HUD's requirements

E. Housing Committee

- a. Purpose
 - i. To develop projects to improve availability of shelter, transitional and permanent housing to meet the needs of homeless persons and those at risk of homelessness

F. Homeless Prevention Committee

- a. Purpose
 - i. To collect current homeless prevention data in Carroll County to inform the CoCHB and committee. Initiate collaborative projects to address identified areas of need.

G. Community Services Collaborative

- a. Purpose
 - i. To serve as a liaison between the CoCHB committees and Community groups or areas of interest including:
 - 1. Access to Health Care
 - 2. Behavioral Health and Addictions Advisory Council
 - 3. Transportation
 - 4. Children and Education
 - a. Carroll County Public Schools
 - b. Homeless Child Services
 - c. 0 – 5 Services

H. Ranking Committee

- a. Members
 - i. Convened by Carroll County Government Grants Manager
 - ii. CoCHB members without interest in ranking outcome
- b. Purpose
 - i. Prioritize and rank grant applications based on objective and program based criteria including:
 - 1. Continuum of Care

I. Emergency Food and Shelter Program (EFSP) Board

- a. Members
 - i. Convened by Carroll County Government Department of Citizen Services
- b. Purpose
 - i. Annually, the Local EFSP Board will oversee the submission, ranking and selection applications for EFSP funding.

Section 7: Notification of Funding and Project Selection

- A. Programs: The Circle of Caring Homelessness Board is tasked with selecting and prioritizing applicants for funding for:
 - a. Emergency Food and Shelter Program grant
 - i. Approval of Board's project selection
 - b. Continuum of Care application
 - i. Review of Exhibit 1
 - ii. Approval of Exhibit 2 rankings
- B. Process
 - a. The CoCHB will notify the community of funding availability via email, press releases, the websites of Carroll County Government and the CoCHB
 - b. The CoCHB will assure a process for selection and prioritization that is objective, open and democratic.
 - c. Applicants will be notified at least ten (10) days in advance of information they will be required to supply to the CoCHB or its Committees for review and may be required to present projects to the CoCHB or its Committees
 - d. Applicants will recuse themselves from voting on projects in which they have an interest.

- e. Written notification of project acceptance or rejection will be provided to all applicants to the Continuum of Care.

Section 8: Monitoring Projects

- A. The Circle of Caring Homelessness Board will monitor projects through its Executive Committee with support from Carroll County Government Department of Citizen Services. Monitoring will assure that funds are being spent in a timely manner, that audits have found no indication of financial or programmatic non-compliance, and that goals and outcomes are being met.
 - a) Program performance standards will be established by the CoCHB Executive Committee and recommended to the CoCHB for approval and will incorporate HUD requirements and local standards. The CoCHB Executive Committee will incorporate these standards into annual program agreements with each provider agency. An annual Program Outcome Plan (POP) will be part of the agreement. The CoCHB Executive Committee will monitor program performance and reviews monthly, quarterly, semi-annual and annual data reports. Program performance standards will be reviewed annually by the CoCHB.
 - b) The CoCHB with the assistance of the DCS Planning Program staff will address any problems of ongoing concern in the quality control process and the annual audit/review.

Section 9: HMIS Governance

- A. Lead Agency and Responsibilities
 - a) Designated as Carroll County Government Department of Citizen Services
 - i) Designate a single information system as the official HMIS software for the geographic area
 - ii) Provide staff to establish the HMIS, to operate the HMIS, to conduct oversight of the HMIS and take corrective action as needed
 - iii) Ensure the HMIS is compliant with all HUD requirements
 - iv) Develop written HMIS policies and procedures for all Agencies for the operation of the HMIS including Privacy Plan, Data Quality Plan and Security Plan that are approved by the HMIS Steering Committee.
 - v) Serve as the applicant to HUD for grant funds to be used for HMIS activities for the Continuum of Care's geographic area, as directed by the CoCHB, and if selected for an award by HUD, enter into a grant agreement with HUD to carry out the HUD-approved activities;
 - vi) Ensure that all recipients of financial assistance under the Continuum of Care program and the Emergency Solutions Grant program and any programs funded previously through McKinney-Emergency Solutions Grant program and any programs funded previously through McKinney-Vento Act (SHP, SPC, SRO) are using the HMIS to collect client-level data on persons served.
 - vii) Monitor and enforce compliance by all Agencies with the requirements of this part and report on compliance to the CoCHB Executive Committee and HUD; Convene the Community Service Point Steering Committee
- B. Written Policies and Procedures;
 - a) The HMIS Lead must:

- i) Develop a written HMIS Participation Agreement with each Agency which includes:
 - (1) Obligations and authority of the HMIS Lead and Agency
 - (2) Requirements of the security plan with which the Agency must abide
 - (3) Requirements of the privacy policy with which the Agency must abide
 - (4) Sanctions for violating the HMIS Participation Agreement (e.g., imposing a financial penalty, requiring completion of standardized or specialized training, suspending or revoking user licenses, suspending or revoking system privileges, or pursuing criminal prosecution)
 - (5) Agreement that HMIS Lead and the Agency will process Protected Identifying Information consistent with the agreement.
 - (6) The HMIS Participation Agreement may address other activities to meet local needs;
 - (7) Ensure that such agreements are executed
- ii) Develop and maintain a Security Plan which meets the minimum requirements as established by HUD including:
 - (1) The plan must designate a security officer to be responsible for ensuring compliance with applicable security standards. The HMIS Lead must designate one staff member as the HMIS security officer.
 - (2) The plan must ensure that each covered homeless organization designates a security officer and conducts workforce security measures.
 - (3) The plan must require workforce security screening. The HMIS Lead must ensure that each Agency conduct criminal background checks on the HMIS security officer and on all administrative users. Unless otherwise required by HUD, background checks may be conducted only once for administrative users.
 - (4) The plan must ensure reporting of security incidents. The HMIS Lead must implement a policy and chain of communication for reporting and responding to security incidents, including a HUD-determined predefined threshold when reporting is mandatory as established by HUD.
 - (5) The plan must ensure an annual security review. The HMIS Lead must complete an annual security review to ensure the implementation of the security requirements for itself and Agencies. This security review must include completion of a security checklist ensuring that each of the security standards is implemented in accordance with the HMIS security plan and must ensure that each covered homeless organization conducts an annual security review
 - (6) The plan must require that each user completes security training at least annually and prior to being given access to the HMIS
- iii) Develop and maintain a Data Quality Plan which meets the minimum requirements as established by HUD including:
 - (1) The plan must set data quality benchmarks including bed coverage rates and service-volume coverage rates.
 - (2) May archive data in the HMIS but follow standards published in the Federal Register notices.
- iv) Develop and maintain a Privacy Policy which meets the minimum requirements as established by HUD including:
 - (1) data collection limitations
 - (2) purpose and use limitations
 - (3) allowable uses and disclosures
 - (4) openness description

- (5) access and correction standards;
- (6) accountability standards
- (7) protections for victims of domestic violence, dating violence, sexual assault, and stalking
- (8) additional information and standards as may be established by HUD
- b) Approval and Oversight by CoCHB
 - i) The HMIS Lead must submit to the CoCHB for approval within 6 months of the effective date of the final rule to be inserted at final rule stage and within 6 months after the date that any change is made to the local HMIS.
 - ii) The HMIS Lead must implement the plans and policy within 6 months of the date of approval by the CoCHB.
 - iii) The HMIS Lead must review and update the plans and policy at least annually. During the process, the HMIS Lead must seek and incorporate feedback from the CoCHB and the Agencies.
- C. Reporting
 - a) The HMIS Lead must, at least annually, or upon request from HUD submit an unduplicated count of clients served and an analysis of unduplicated counts.
 - b) The HMIS Lead shall submit reports to HUD as required.

Section 10: Fiscal Year

- A. The CoCHB shall operate on a fiscal year calendar, beginning on July 1 and ending on June 30.

Section 11: Amendments

- A. If changes in the Governance Charter and Policy Statement are needed, such amendments shall be published in advance and approved by a simple majority of the CoCHB. Such amendments shall then be submitted for approval to the full CoCHB membership.
- B. Approval by the Carroll County Circle of Caring Homelessness Board is necessary before any amendments may take effect.

ADOPTED, this 16 day of January, 2014.

Patricia D. Goldberg

Chair, Circle of Caring Homeless Board

Frederick M. Pryor

Co-Chair, Circle of Caring Homeless Board

Reviewed by:

Asst. Timothy A. Dixon
County Attorney