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**Poverty and Homelessness Board**  
**Governance Charter**  
**Eugene/Springfield/Lane County, Oregon**

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# **Poverty and Homelessness Board Governance Charter Eugene/Springfield/Lane County, Oregon**

## **Acronyms:**

- Annual Homeless Assessment Report (AHAR)
- Continuum of Care (CoC)
- Emergency Solutions Grant (ESG)
- Homeless Management Information System (HMIS)
- Housing Inventory Chart (HIC)
- Human Services Commission (HSC)
- Human Services Division (HSD)
- Point in Time Count (PIT)
- Poverty and Homelessness Board (PHB)

## **POVERTY and HOMELESSNESS BOARD PURPOSE**

The Poverty and Homelessness Board (PHB) meets both the requirements of the HUD Continuum of Care Board and the Community Action Agency. The PHB Governance Charter and organizational structure is required for all funds governed by the Continuum of Care title IV McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 and the Continuum of Care Program Interim Rule. The PHB Governance Charter and organizational structure is also required for all funds governed by Community Action Agencies, Chapter 319yy, Section 17b-885 and Sec. 17b-887.

Through a public process and Continuum of Care member participation, it was determined that Lane County be designated as the Continuum of Care (CoC) to serve as the Collaborative Applicant to operate the Continuum of Care. Lane County was also designated an Administrator of the Homeless Management Information System (HMIS) to review and approve privacy, security, and data quality plans, policies and procedures, and performance measures for the HMIS.

HMIS ServicePoint enhances Service Provider collaboration, service delivery, and data collection capabilities. The mission of ServicePoint HMIS Project is to be an integrated network of homeless, prevention and other service providers that use a central database to collect, track and report uniform information on client needs and services. The HMIS lead agency ensures that it administers HMIS in compliance with HUD requirements.

HMIS documents the demographics of people experiencing homelessness, at-risk of homelessness, and poverty in Lane County according to the HUD HMIS Data Standards. It is then the goal of the project to identify patterns in the utilization of assistance and document the effectiveness of the services for the client. This will be accomplished through analysis of data that is gathered from the actual experiences of persons who are homeless or at-risk of homelessness and the service providers who assist them in shelters, homeless assistance programs, prevention programs, and basic needs services throughout the County.

The PHB shall serve the geographic area of the **Eugene/Springfield/Lane County, Oregon** to:

- Promote community-wide commitment to the goal of ending homelessness and assisting low-income individuals to meet their basic needs and achieve self-sufficiency.
- Promote access to and effective use of mainstream programs.
- Plan systematically for and evaluate programs, including actions to develop information as to the

problems and causes of homelessness and poverty in the community, to determine how much and how effectively assistance is being provided to deal with those problems and causes, and to establish priorities among projects, activities, and areas as needed for the best and most efficient use of resources.

## **I. PHB BOARD ROLES AND RESPONSIBILITIES**

- A. Designate Lane County as Continuum of Care Collaborative Applicant to prepare and oversee the development and submission of an annual application for CoC program funds and to operate the CoC.
- B. Conduct year-round Continuum of Care planning of homeless and homeless prevention housing and services in conjunction with Emergency Solutions Grant (ESG) recipients in the geographic area.
- C. Adopt and follow a written process for board selection. The process must be reviewed, updated, and approved by the PHB at least once every 5 years;
- D. Annually update the governance charter.
- E. Establish performance targets appropriate for projects funded under the ESG and CoC grant programs and other anti-poverty programs serving low income persons.
- F. Establish and operate a coordinated entry system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- G. Assure the coordination and implementation of a housing and service system for homeless and low income citizens that promote self-sufficiency.
- H. Designate Lane County as the administrator for the Homeless Management Information System (HMIS). Review and approve privacy, security, and data quality plans, policies and procedures, and performance measures for HMIS.
- I. Plan for and conduct a Point-in-Time Count of homeless persons that is conducted at least biannually.
- J. Review an annual gaps analysis that is conducted of both homeless and low income citizens' needs and services.
- K. Develop program and financial priorities for the distribution of public funds.
- L. Assure a collaborative, fair, and transparent process for developing priorities for projects to be submitted in grant applications to funders.
- M. Review the efficiency and effectiveness of funding expenditures for funded activities.
- N. Monitor implementation of the CoC and ongoing alignment with vision, goals and strategies.
- O. Delegate activities and oversee committees, work groups and task forces as appropriate.
- P. Review customer satisfaction data related to funded programs.
- Q. Review a community assessment every three years, including key findings and develop or modify the PHB strategic plan accordingly.

## **II. PHB MEMBERSHIP**

### **A. Board Composition**

In accordance with 42 U.S. Code § 9910, the Poverty and Homelessness Board shall be a tri-partite board composed of one third elected officials (holding office on the date of selection); one third representatives of low-income individuals and families; one third members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served. The PHB shall include community representatives within the geographic area who are:

1. Appointed representatives from local government entities:
  - a. The following five (5) members from local governmental entities shall be elected officials or their designees, one each, designated by Lane County and the Cities of Eugene and Springfield, a rural Lane County elected official, and an at-large elected official. If there is more than one applicant for the rural Lane County elected official position or at-large elected official, a nominee will be selected by the PHB Board and forwarded to the Board of County Commissioners for approval.

Appointments are encouraged to include elected officials or designees that serve on the regional policy boards for human services, housing, and employment. Elected officials' positions may be filled by the elected official or their designee and either the elected official or their designee will have full membership authority, including the ability to vote.

- i) City of Eugene
  - ii) City of Springfield
  - iii) Lane County
  - iv) Rural Lane County Elected Official
  - v) At-Large Elected Official
- b. The following five (5) members shall be representatives of community interest or may include representation from such groups as:
- i) Law enforcement
  - ii) Philanthropic sector
  - iii) Faith-based organizations
  - iv) Education (public schools, colleges or university)
  - v) Business
  - vi) Healthcare
  - vii) Victim Services
  - viii) Other community interests to be determined upon need
- c. The following five (5) members shall be democratically selected representatives of low-income community representatives who are:
- i) Minimum of two (2) homeless or formerly homeless individuals, at least one of which shall be a homeless or formerly homeless youth representative.
  - ii) A subrecipient agency of the Emergency Solutions Grants program (ESG).
  - iii) The remaining representative may include representation from such groups as:
    - Non-profit supportive housing provider
    - Non-profit affordable housing developer
    - Social or direct service representative
2. In addition to the Board members, up to seven (7) Ex-Officio participants would be invited to attend meetings and participate in the discussion representing these stakeholders and may include representation from such groups as:
- a. The director of the Oregon Department of Human Services District 5 or the director's designee.
  - b. The director of the Public Housing Agency of Lane County or the director's designee.
  - c. The director of the Workforce Partnership or the director's designee.
  - d. The director of the U.S. Department of Veterans Affairs, Behavioral Health Recovery & Reintegration or the director's designee.
  - e. The director of the St. Vincent de Paul or their designee.
  - f. The director of an emergency shelter or their designee.
  - g. Representative(s) of a Coordinated Care Organization serving Lane County.
  - h. Others to be determined upon need.

## B. PHB Selection/Election

1. The PHB will be comprised of 15 voting members. Other than those members that are appointed by the governmental entities *as set forth in Section II.A.1 above, there will be an annual call for nominations from the public to fill any vacancies* existing on the board. The Lane County Board of

Commissioners will approve new members to fill such vacancies by majority vote. Vacancies may be filled immediately or through the annual nominating process.

2. On any matter that is to be voted on by Voting Members, a Voting Member may vote in person or by proxy, and such proxy may be granted in writing, by means of Electronic Transmission or as otherwise permitted by Applicable Law. Every proxy shall be revocable in the discretion of the Voting Member executing it unless otherwise provided in such proxy; provided, that such right to revocation shall not invalidate or otherwise affect actions taken under such proxy prior to such revocation.
3. For good cause, such as missing two consecutive regular PHB meetings without notice or explanation, a letter will be sent to the member requesting clarification of membership status. The PHB may recommend to the Board of Commissioners that the member's position be declared vacant and a replacement be selected. Such appointments shall be for the duration of the unexpired term.
4. In the event that a member is unable to complete his/her term on the PHB, the Board shall be notified as soon as possible for appropriate consideration and action. Any newly appointed member shall serve the remainder of the original term.

#### C. PHB Conflict of Interest

1. No PHB voting board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents (per the CoC Rule, 24 CFR 578.95).
2. In accordance with ORS Chapter 244, no PHB or subcommittee member shall participate in a decision in which he or she has a private pecuniary interest. Affected members shall disqualify themselves from participation by written notification to the PHB as mandated by ORS 244.120.
3. Board members and Ex-Officio members are to sign a copy of the PHB's Conflict of Interest form annually and submit it to Lane County staff.

#### D. PHB Board Terms

Elected representatives shall serve for a term of one year, which terms shall begin within thirty days after the beginning of the calendar year. Community and Citizen Members shall serve for terms of three years.

#### E. PHB Board Leadership

1. A Chair and Vice Chair will be elected by a majority vote of PHB voting members (electronic voting is allowable). The term of office shall be one year or until a successor has been elected. In the case of a vacancy occurring in the office of chairperson or vice chairperson, the PHB shall fill the position by election at its regular meeting.
2. It shall be the duty of the chairperson to preside at all meetings of the PHB; to enforce observation of the Charter; to decide all questions of order; to offer for consideration all motions regularly made; to apportion duties of the members of the PHB; to call all special meetings; to appoint all necessary subcommittees; the chair is entitled to vote on all issues.
3. In the absence of the chairperson, the vice-chairperson shall assume the duties of the office of the chairperson.
4. It is a goal that board chairs will not serve more than three (3) consecutive years, in order to facilitate more opportunities for leadership.

### **III. BROADER CoC MEMBERSHIP**

Beyond the PHB membership, the Continuum of Care Interim Rule requires a description of the CoC membership beyond the board. This area highlights the broader CoC membership. These stakeholders bring their expertise with homeless subpopulations and systems and are a resource to inform and/or participate in PHB activities and committees. The CoC will issue a public invitation for new members to join the CoC within the CoC's geographic area at least annually.

The broader CoC membership consists of relevant representatives from the geographic area of Eugene, Springfield, and Lane County, Oregon to carry out the responsibilities set forth by the CoC Program Interim Rule. The CoC actively seeks out participation from a variety of groups and experiences for both the PHB's workgroups and committees. The following are examples of organizations and individuals to comprise the broader CoC membership to include: mental health and substance abuse providers, hospitals, health care, universities, affordable housing developers, law enforcement, homeless and formerly homeless persons, veterans, nonprofit homeless providers, victim services, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, and social service providers.

#### **IV. PHB MEETINGS**

The PHB shall:

- A. Conduct at least quarterly public meetings; a third of the voting PHB membership shall constitute a quorum for the transaction of business.
- B. Provide prior reasonable notice of PHB meetings and such notices shall be published on the Lane County website. Each meeting shall have on its agenda the opportunity for members of the public to provide input and comment.
- C. Review and approve the minutes and consider recommendations from such committees established as provided in Section II.E. above, including such meetings as may be necessary to conduct the business of CoC Operations, CoC Planning, and HMIS Governance.
  1. The PHB shall hold regular meetings or as needed (with a minimum of four meetings per year). These will, to the degree possible, be the same time, day, and place. The PHB may meet more frequently during the budget process.
  2. Special meetings of the PHB may be called by the chair, or in the absence of the chair, the vice-chair, or a majority of the PHB.
  3. All meetings of the PHB shall comply with the Public Meeting Law as set forth in ORS 192.610 through 192.710. The PHB is responsible for compliance with the law, including but not limited to the requirements of notice and written minutes of meetings.
  4. A quorum for the purpose of doing business shall be a third of the voting PHB membership.
  5. All meetings shall be conducted in accordance with Robert's Rules of Order.
  6. Each member of the PHB shall be entitled to one vote on all issues at meetings at which the member is present, except as provided in section II.C.1 and II.C.2 (Conflict of Interest), and no proxy votes shall be allowed. All actions of the PHB shall require the affirmative vote one third, regardless of any vacancies.
  7. Input from non-voting members of the PHB shall be gathered during discussion and not via any process that could be confused by the public as an official vote, such as hand raising or a verbal aye or no.

#### **D. PHB Committees**

The PHB shall create committees as necessary to accomplish its purpose, roles, and responsibilities. The PHB Chairperson may serve as an ex-officio member of all committees. At least one Board Member shall serve on each standing committee. Committee meetings shall be scheduled by the Committee Chairperson. The responsibilities of Committee Chairpersons include convening and presiding over meetings, developing meeting agendas, identification and recruitment of members from the public to ensure wide community representation, and providing reports to the PHB as requested.

1. The PHB shall have the power to create subcommittees, both permanent, functional, and ad-hoc, in numbers and with responsibilities believed by the PHB and committee to be necessary.
2. Each permanent committee will consist of at least three members of the PHB, with the exception of any committees specifically designated for those with lived experience of homelessness.

3. Subcommittee Chairs do not need to be full members of the Poverty and Homelessness Board.
4. Committee members with full membership authority may nominate individuals with expertise related to the committee focus to join the committee. Nominees shall complete a simple application or provide a resume to document this expertise. Through discussion, the committee will select nominees to recommend for addition to the committee. Final nominee(s) will be brought before the full PHB board for approval.

## **V. EXECUTIVE COMMITTEE**

### **A. Membership**

The PHB Executive Committee membership shall consist of up to seven members, including: the chair and vice-chair, three elected officials (one from each jurisdiction), two low-income representatives and two community members. The Executive Committee shall meet as often as deemed necessary.

### **B. Meetings**

All meetings of the PHB shall comply with the Public Meeting Law as set forth in ORS 192.610 through 192.710. The PHB is responsible for compliance with the law, including but not limited to the requirements of notice and written minutes of meetings.

### **C. Duties of the Executive Committee:**

1. Review and approve agenda for full board meeting.
2. Act in the PHB full board's name when urgent matters require immediate action. The Executive Committee will inform all Board members of such actions.
3. Monitor the implementation of the PHB Strategic Plan.
4. Review and approve state and federal reports and grant applications related to PHB programs.
5. Review and comment on relevant legislation.

### **D. Quorum**

1. A majority of members of the Executive Committee shall constitute a quorum.

## **VI. PHB REPORTS**

The PHB shall approve the following reports and documents prior to releasing such reports and documents to the community:

- A. CoC Program Grant Project Priority List
- B. Annual Report on homeless services needs and gaps
- C. Annual Point In Time Count (PIT)
- D. Annual Housing Inventory Chart (HIC)
- E. Annual Homeless Assessment Report (AHAR)
- F. Homeless Coordinated Entry System

## **VII. AMENDMENT TO CHARTER**

This Governance Charter may be amended or repealed or new rules adopted by two-thirds vote of the members at any regular or special meeting called for that purpose at which a quorum is present and with the approval of the County Board of Commissioners. Written notice of such proposed amendment, and the nature of, shall have given to the membership at least 10 days prior to the date of the meeting at which the amendments are to be considered.