

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 24-04-16-08

IN THE MATTER OF APPROVING GOVERNANCE
CHARTER REVISIONS FOR THE POVERTY AND
HOMELESSNESS BOARD.

WHEREAS, the Poverty and Homelessness Board provides advice to the Board of County Commissioners with the goal of reducing and preventing poverty and homelessness in Lane County; and

WHEREAS, the Poverty and Homelessness Board voted to submit the revised Governance Charter to the Board of County Commissioners for consideration and approval.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. The Poverty and Homelessness Board Governance Charter be approved, as attached.

ADOPTED this 16th day of April, 2024.



Laurie Trieger, Chair
Lane County Board of Commissioners

Updated: 2.15.24

**POVERTY AND HOMELESSNESS BOARD
OR-500 EUGENE/SPRINGFIELD/LANE
COUNTY, OREGON**

GOVERNANCE CHARTER

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THE POVERTY AND HOMELESSNESS BOARD (PHB) IS AN ADVISORY BOARD TO THE LANE COUNTY BOARD OF COMMISSIONERS DEVELOPED IN 2016. IT SERVES AS THE LANE COUNTY CONTINUUM OF CARE AND COMMUNITY ACTION ADVISORY BOARDS.

I. ACRONYMS

1. Community Service Block Grant (CSBG)
2. Continuum of Care (CoC)
3. Oregon Department of Human Services (ODHS)
4. Emergency Solutions Grant (ESG)
5. Health and Human Services Department – United State (HHS)
6. Homeless Management Information System (HMIS)
7. Housing Inventory Chart (HIC)
8. Housing And Urban Development Department- United States (HUD)
9. Human Services Commission (HSC)
10. Human Services Division (HSD)
11. Lane County (LC)
12. Longitudinal Systems Report (LSA)
13. Point in Time Count (PIT)
14. Poverty and Homelessness Board (PHB)

II. FEDERAL COMPLIANCE

1. The Poverty and Homelessness Board (PHB) meets both the requirements of the HUD Continuum of Care Board and the Public Community Action Agency Board. 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.
2. In 2016, 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.

III. PURPOSE

The PHB shall serve the geographic area of the OR-500 Eugene/Springfield/Lane County, Oregon Continuum of Care to:

1. Promote community-wide commitment to the goal of ending homelessness and assisting individuals who are low-income to meet their basic needs and achieve self-sufficiency. Including:

- a. Working to reduce the number of households experiencing homelessness through holistic, data-driven, system changes and creating/strengthening programs with the regional homelessness crisis response system, including prevention assistance, street outreach, interim shelter, re-housing assistance, permanent supportive housing, and supportive housing.
 - b. Supporting highly needed anti-poverty focused programs and collaborations that assist community members by addressing their social determinants of health.
 - c. Develop a strategic PHB plan, including investments, strategies and performance measures; Include past system level investments and performance measures to identify strategies and program outcomes.
2. Advocate within systems of care for needs that intersect with the homelessness system, including behavioral health (substance abuse and mental health supports), physical health, oral health, food security and criminal justice.
 3. Advocate for significantly more and diverse permanent housing options across Lane County.
 4. Increase access to and effective use of mainstream programs (e.g., ODHS programs, energy assistance, food assistance, school supports).
 5. Lift up the voices of people with lived expertise of homelessness and poverty.

IV. BOARD ROLES AND RESPONSIBILITIES

- a. Oversee, prioritize and delegate outcome -based activities to work groups and task forces based on PHB planning, Lane County staffing and ability to impact change based on the scope of the PHB.
- b. Develop and monitor progress on the PHB Strategic Plan.
- c. Identify meaningful ways for people with lived expertise of homelessness and poverty to engage with and impact the work of the PHB.
- d. Create meeting norms that cultivate a safe and welcoming space for all members, stakeholders and attendees.
- e. Increase the diversity of PHB members, including recruiting people from culturally specific groups, with lived expertise and/or who identify as advocates for populations disproportionately affected by homelessness and poverty in Lane County.
- f. Engage stakeholders and people with lived expertise in the development of the PHB Strategic Plan.
- g. Convene PHB workgroups to advance PHB Strategic Plan goals.
- h. Conduct year-round Continuum of Care planning to support people who are homeless, have been moved into permanent housing, or at-risk of losing their home.
- i. Establish performance targets and evaluate performance for projects funded under the Community Services Block Grant (CSBG), Emergency Solutions Grant (ESG) and Continuum of Care (CoC) grant programs and other anti-poverty programs serving low-income persons.

- j. Assure the coordination and implementation of a housing and service system for people who are houseless and low-income.
- k. Review expenses and revenue for HSD funds related to houselessness and community action programs, including COC (Continuum of Care), CSBG (Community Service Block Grant) and ESG (Emergency Solutions Grant) funds to meet Community Action Board requirements.
- l. Ensure consistent participation of COC programs in HMIS. Encourage programs that serve people who are low-income and houseless to utilize HMIS for strong data coverage and quality across the community.

V. MEMBERSHIP

1. Board Composition

- a. 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 sector representatives; one third representatives with lived expertise of poverty and/or houselessness with varying experiences and identities. The PHB shall include community representatives within the geographic area who are:
 - i. Five (5) members from local governmental entities who are 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.
 - ii. Appointments are encouraged to include elected officials or designees that serve on the regional policy boards for human services, housing, employment or other intersecting focus. 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.
 - City of Eugene
 - City of Springfield
 - Lane County
 - Rural Lane County Elected Official
 - At-Large Elected Official
- b. The following five (5) member sector representative shall represent the interest of one or more of the following HUD identified sectors as an advocate, person with lived expertise and/or a culturally specific group:
 - i. Affordable Housing Developer
 - ii. People with a Disability
 - iii. EMS/Crisis Response Team
 - iv. Hospital
 - v. Tribal Member
 - vi. Law enforcement
 - vii. LGBTQ+ Population

- viii. Local Jail
 - ix. People with behavioral health challenges
 - x. Public Housing Authority
 - xi. School Administrator/Homeless School Liaisons
 - xii. Survivors of Domestic Violence, Sexual Assault and Stalking
 - xiii. Youth (under age 25)
 - xiv. Coordinated Care Organization (CCO)
 - xv. People of Color
 - xvi. Business
 - xvii. Veteran
- c. The following five (5) members shall be democratically selected representatives among the PHB membership committee members, with lived expertise of poverty and/or houselessness with varying expertise and identities.
- i. At least one person with lived expertise of houselessness of which shall be a youth (age 17-24) representative.
 - ii. At least one person with lived expertise of houselessness shall be a family representative.
 - iii. At least one person with lived expertise shall be from a rural community outside the Springfield/Eugene urban area.
 - iv. All members in the lived expertise seats will be offered remuneration for their PHB service.

2. *Board Member and Stakeholder Selection/Election*

- a. The PHB will be comprised of 15 voting members and five non-voting stakeholders. Other than those members that are appointed by the governmental entities as set forth in Section A.1 above, there will be an annual public invitation to apply across the Lane County regions for nominations from the public to fill any vacancies existing on the board. Applications for membership should be in multiple forms, including hard copy and electronic, with an opportunity for reasonable accommodation requests. In addition, at least two activities should occur prior to, or during the application period to share more about the PHB, PHB Committees and the open membership seats with people who have lived expertise.
- i. Applications for PHB elected officials (rural and at-large), member and stakeholder seats will be reviewed by the PHB Membership Committee and recommendations will be provided to the PHB. The PHB will vote on new, and/or continuing members.
 - ii. Secondly, the Lane County Board of Commissioners will vote to approve or deny, by majority vote, the PHB's recommendations for new, and/or continuing PHB members to fill vacancies.
 - iii. Membership and stakeholder vacancies may be filled immediately or through the annual nominating process, as determined by the PHB Chair.
- b. 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 to the PHB Chairperson by means of Electronic Transmission or as otherwise permitted by Applicable Law.

c. If a PHB member:

- i. Misses any meeting it is considered excused. If a member misses two consecutive regular PHB meetings and Lane County administrative staff have not heard from them, they will reach out (e-mail, phone call and text) to communicate with the member regarding their interest in serving on the PHB. If the member does not reply or indicates they no longer wish to be on the board Lane County staff will share the communication with the PHB chair/vice-chairs.
- ii. Is not following board norms, any member or stakeholder may share concerns with the county staff, PHB chairs or vice-chairs. Concerns will be shared with the chairs/vice-chair group. Concerns regarding the PHB chair or vice-chair(s) may be shared with HSD Leadership. Then, with complainant permission, HSD leadership will share the concerns with the PHB chair/vice-chair(s) who are not involved with the complaint or with County Commissioners if the complaint involves all members of the chairs group.
 - The PHB chairs/vice-chairs will decide whether to make no changes or recommend the Board of Commissioner's rescind the PHB seat and seek a new member for the vacant seat. The decision to recommend rescinding a PHB seat will be shared with the PHB at the next regular meeting following the decision.
 - New PHB appointments shall be for the duration of the unexpired term.

d. In the event that a member is unable to complete their 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.

3. *Conflict of Interest*

- a. No 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).
- b. In accordance with ORS Chapter 244, no voting board PHB or subcommittee member shall participate in a decision in which he, she or they have a private pecuniary interest. Affected members shall disqualify themselves from participation by written notification to the PHB via County staff as mandated by ORS 244.120.
- c. Voting board members are to sign an electronic or hard copy of the PHB's Conflict of Interest form annually, when requested by Lane County staff.

4. *Board Member Terms*

- a. Appointed Elected Representatives (Lane County, City of Eugene and City of

Springfield) shall serve for a term of one year, which shall begin within thirty days after the beginning of the calendar year.

- b. Nominated Elected Representatives (Lane County at-large and rural), Sector and Lived Expertise Seats shall serve for terms of three years and will need to reapply and be reappointed to continue future terms.

5. *Board Leadership*

- a. A Chair and up to two Vice Chairs will be elected by a majority vote of PHB voting members (electronic voting prior to the vote is allowable) in attendance at the meeting and by e-mailed pre-vote. 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. At least one member of the chairs group must be an individual with lived expertise of houselessness.
- b. It shall be the duty of the chairperson to:
 - i. facilitate all meetings of the PHB, in accordance to Robert's Rules of Order
 - ii. enforce observation of the Charter
 - iii. decide all questions of order
 - iv. offer for consideration all motions regularly made
 - v. prioritize the required actions, processes, workgroups and discussions as the board of the local Continuum of Care and Community Action.
 - vi. to apportion duties of the members of the PHB
 - vii. to call all special meetings in collaboration with staff
 - viii. to appoint all necessary subcommittees
 - ix. to create a meeting culture that welcomes all members and values lived expertise; the chair is entitled to vote on all issues.
- c. It shall be the duty of the vice-chairperson(s) to:
 - i. assume the role of the Chair in the event the Chair is unable to fulfill the role.
 - ii. attends chairs meeting (currently monthly), PHB Executive Committee (bi-monthly) meeting and PHB meeting (bi-monthly) on a regular basis.
- d. The board chair and vice-chair(s) will not serve more than three (3) consecutive years, to facilitate more opportunities for leadership.

VI. BROADER COMMUNITY STAKEHOLDERS

- 1. Beyond the PHB membership, the Continuum of Care (COC) Interim Rule requires a description of the CoC membership beyond the voting board members. This area highlights the broader CoC membership. These stakeholders bring their expertise with houselessness subpopulations and systems and are a resource to inform and/or participate in PHB activities and committees. Stakeholders are non-voting members, have a term of three years and may apply for additional terms. The CoC will issue a public invitation for new stakeholder to join the CoC within the CoC's geographic area annually.

- a. The broader CoC membership consists of up to five relevant stakeholders from the geographic area of Eugene, Springfield, and Lane County, Oregon to carry out the responsibilities set forth by the CoC Program Interim Rule.
- b. The following are examples of organizations and individuals to comprise the broader group of CoC stakeholders to include:
 - i. training and employment
 - ii. direct service provider
 - iii. agency recipient of COC or ESG funding
 - iv. faith based organization
 - v. philanthropy
 - vi. mainstream providers
 - vii. mental health and substance abuse providers,
 - viii. hospitals, health care,
 - ix. universities, affordable housing developers
 - x. school districts
 - xi. Veterans Administration
- c. The CoC actively seeks out participation from a variety of groups and experiences for both the PHB's workgroups and committees.
- d. The same application and decision-making process for PHB members is followed for stakeholders.

VII. MEETINGS

1. *Frequency, Quorum and Process*

- a. The PHB shall hold regular meetings of the full membership as needed (with a minimum of four meetings per year). These will, to the degree possible, be the same time, day, and place.
- b. Special meetings of the PHB may be called by the chair, or in the absence of the chair, a vice-chair, or a majority of the PHB voting members.
- c. 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.
- d. A quorum for the purpose of doing business shall be one half of the voting PHB membership.
- e. All meetings shall be conducted in accordance with Robert's Rules of Order unless directly superseded by this Governance Charter.
- f. 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).
- g. Votes may be conducted in PHB meetings where quorum is met or via e-mail.
 - i. When e-mail votes are authorized by the Chairs group, the voting deadline date and time will be clearly identified in the request e-mail.
- h. Input from PHB stakeholders 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 nay.

2. *Notice and Transparency.*

Provide prior reasonable notice of PHB meetings which shall be published on the Lane County website. All-member meetings shall have on its agenda the opportunity for members of the public to provide input and comment.

3. *PHB Committees*

The PHB shall create committees as necessary to accomplish its purpose, roles, and strategic plan. The PHB Chairperson may serve as an ex-officio member of all committees. The responsibilities of Committee Chairpersons include convening and presiding over meetings. The committee chairperson will work with Lane County staff to develop meeting agendas, identify and recruit of members from the public to ensure wide community representation and provide reports to the PHB as requested.

- a. The PHB shall have the power to create committees, both permanent, and ad-hoc, in numbers and with responsibilities believed by the PHB and committee to be necessary. Subcommittees are limited by the capacity of Lane County staff and tangible outcomes to be achieved.
- b. The development of a new committees is voted upon by the general membership.
- c. Each permanent committee will consist of at least two board and/or stakeholder members of the PHB, except for any committees specifically designated for those with lived expertise of houselessness.
- d. Committee Chairs do not need to be full members of the PHB.
- e. The PHB or the Executive Committee shall establish initial committee membership and identify the chair. For existing committees, committee members will determine the chair and new members. Updated committee rosters will be provided to the PHB chairperson for final approval.
- f. PHB Committees must be identified and annually updated in the Charter. Current ad hoc or permanent groups include:
 - i. HealthCare Workgroup
 - ii. LEAGUE (Lived Expertise) Group
 - iii. Shelter Stakeholders
 - iv. Coordinated Entry Stakeholders Workgroup
 - v. CoC Committee
 - vi. PHB Member Selection Committee
 - vii. Data & Analytics Committee
 - viii. Youth Action Council

VIII. *Executive Committee*

1. *Membership*

The PHB Executive Committee membership shall consist of up to five members,

including: the chair and vice-chair(s), one additional elected official, one additional person with lived expertise representatives and one additional sector member. The Executive Committee shall meet four times per year, with additional meetings as needed.

- a. Executive Committee members are voted on annually during the first meeting of the year when the new or continuing members have begun their term.
2. Meetings
All meetings of the PHB Executive Committee 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.
3. Duties of the Executive Committee:
 - a. Review annual agenda for full board meetings.
 - b. Monitor the implementation of the PHB Strategic Plan.
 - c. Review and comment on relevant legislation.
 - d. Work with the Human Services Commission to develop an advocacy agenda, joint education opportunities and a joint annual meeting.
4. Quorum
One half of the majority of the Executive Committee shall constitute a quorum.

IX. LANE COUNTY STAFF ROLE

1. Provide staff support to the Poverty and Homelessness Board Chair/Vice-Chairs, including meeting logistics, annual planning calendar with required CoC and Community Action Agency board actions, draft agendas and tracking of board agenda items.
2. Provide staff support to the PHB Executive Committee and full Board. This includes coordinating with meeting invitees to fulfill agenda items and distributing agendas, minutes and other PHB related information to the group. Prepare and present information relevant to the agenda topics and PHB requirements and/or recommendations.
3. Ensure the requirements and recommendations CoC and Community Action Agencies are shared with the Chair/Vice-Chairs and full PHB and considered with full and accurate information.

X. RELATIONSHIP TO THE HUMAN SERVICES COMMISSION

1. The Human Services Commission (HSC) is an intergovernmental committee that provides leadership for the Eugene and Springfield City Councils and the Lane County Board of Commissioners on human services policy, planning and funding. After deliberative planning between the HSC and the PHB the two entities agreed that intentional collaborative work is necessary to meet future sustainability challenges, deepen commitment to equity and root cause work and to streamline operational efficiencies.
 - a. The HSC will:

- i. Develop and progress a workplan to leverage support for the PHB Strategic Plan.
 - ii. Develop and progress an annual policy agenda based on the workplan.
 - iii. Engage in other collaborative work as agreed upon by the two entities.
 - iv. Welcome PHB members to meetings.
 - v. Collectively host a joint PHB and HSC meeting and educational opportunity annually
- b. The PHB will:
 - i. Develop a Strategic Plan and invite HSC members to participate fully in the development process.
 - ii. Provide feedback on the HSC annual policy agenda.
 - iii. Engage in HSC identified activities to progress the HSC policy agenda.
 - iv. Welcome HSC members to meetings.
 - v. Collectively host a joint PHB and HSC meeting and educational opportunity annually.

XI. Relationship to the Lane County Board of Commissioners

1. The PHB is an advisory board of the Lane County Commissioners.
2. As an advisory board, PHB decisions made that affect Lane County government must be approved by the commissioners.
 - a. Documents/Policies/Processes that must be approved by county council are noted by a star "*" below, followed by the funding source that dictates the reports, policies or evaluation.

XII. PHB REPORT APPROVAL

The PHB shall approve the following reports prior to submitting to the appropriate state or federal agency and releasing to the community:

1. Continuum of Care Application Program Grant Project Priority List annually or less when COC applications are released.* HUD
2. Continuum of Care Application annually or less when CoC applications are released.* HUD
3. Community Needs Assessment (CNA) every three years.* CSBG
4. Longitudinal Systems Analysis (LSA) annually. HUD
5. PHB Strategic Plan, at a minimum every three year.* HUD
6. Housing Inventory Report, including a gaps analysis annually. HUD

XIII. PHB POLICY/PROCESS APPROVAL

The PHB shall approve the following policies and/or processes based on HUD or Health and Humans Services requirements:

1. Point in Time Count (PIT) Methodology at least every two years, based on HUD approved methodology. HUD
2. Designate the Continuum of Care regional HMIS administrator at least every five years.* HUD

3. Designate the Continuum of Care regional Collaborative Applicant at least every five years.* HUD
4. Coordinated Entry policies, as changes occur, or new policies are created. HUD
5. HMIS administrator policies, as changes occur, or new policies are created. HUD
6. Review HMIS System Performance Measures submitted to HUD annually. HUD
7. Review and make needed updates to the PHB Charter annually.* HUD
 - a. Review Charter and make needed updates to PHB Board member selection policy, at least every five years based on the suggested seats in the Continuum of Care Application.* HUD
8. Approve new PHB board members for vacant and continuing seats.*
9. Approve the COC funded program evaluation policy and procedure annually. HUD
10. PHB program policies, including COC and ESG funded programs. HUD
11. PHB meeting minutes. CSBG

XIV. PHB Evaluation Role

1. Evaluate performance of the Continuum of Care funded programs annually. HUD

XV. AMENDMENT TO CHARTER

1. 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 been given to the membership at least 10 days prior to the date of the meeting at which the amendments are to be considered.
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Amended by Poverty and Homelessness Board: February 15, 2024
Approved by the Lane County Board of Commissioners [add date]