

CA 510 Continuum of Care

Stanislaus Community System of Care Collaborative

BY-LAWS

Adopted: April 20, 2017

Amended: May 18, 2017

1. GOVERNANCE

1.1. Regulatory Authority and Resource Documents

1.1.1.Regulatory Citation - 24CFR 578

1.2. Geographic Area

1.2.1.The geographic area of the Continuum of Care CA 510 Stanislaus County.

1.2.2.The Continuum of Care CA 510 Stanislaus County shall be commonly known as the Stanislaus Community System of Care Collaborative (StanCSOC).

1.3. Mission

1.3.1. To lead, develop and implement strategies and align resources and intentions to end homelessness.

1.4. Council

1.4.1.The StanCSOC shall be governed by a Council (CSOC Council).

1.4.2.The CSOC Council shall be governed by these By-Laws.

1.4.3. Composition.

The CSOC Council shall be comprised of the following members:

CSOC Council Members

Elected/Appointed By

	CSOC Council Members	Elected/Appointed By
FUNDERS	Behavioral Health & Recovery Services Director	Position ¹
	Community Service Agency Director	Position ¹
	Entitlement Jurisdiction - Modesto: Community Development Manager	Position ²
	Entitlement Jurisdiction - Turlock: Assistant to the City Manager for Housing and Economic Development	Position ²
	Entitlement Jurisdiction – Stanislaus County: Director of Planning & Community Development	Position ¹
	Non-Entitlement Jurisdiction – Riverbank: Representative	City Manager
HOUSING/SERVICE PROVIDERS	Non-profit housing provider: Permanent Supportive Housing	General Membership
	Non-profit housing provider: Transitional/Rapid Re-Housing	General Membership
	Non-profit housing provider: Emergency shelter	General Membership
	Youth services provider	General Membership
	Victims services provider	General Membership
	Housing Authority of Stanislaus County representative	Executive Director
	VA Palo Alto Health Care System, Supervisory Social Worker and HUD-VASH Program Team member	Position
	Health Care provider	Focus on Prevention
	Stanislaus County Director of Aging & Veterans Services	Position
BROADER COMMUNITY	3 people who are or have experienced homelessness	General Membership
	Advocate for people who are homeless	General Membership
	Faith sector representative	Focus on Prevention
	Neighborhood representative	Focus on Prevention
	Education community representative	Focus on Prevention
	Business community representative	Focus on Prevention
	Philanthropy representative	Focus on Prevention
	Law Enforcement representative	Law Enforcement Executives

¹ A designee may be assigned by the Stanislaus County Chief Executive Officer.

² A designee may be assigned by the City Manager.

1.4.4. CSOC Council Member Selection

- 1.4.4.1. Other than those members appointed by Position, there will be an annual call for nominations from the public to fill any vacancies then existing on the CSOC Council.
- 1.4.4.2. The existing CSOC Council will elect new members to fill such vacancies by majority vote.
- 1.4.4.3. Vacancies may be filled immediately or through the annual nominating process.

1.4.5. CSOC Council Member Minimum Requirements

- 1.4.5.1. CSOC Council Members shall attend no less than 70% of called CSOC Council meetings as evidenced by the minutes. CSOC Council Members are also required to reside or serve within the geographic area of the StanCSOC.

1.4.6. CSOC Council Member Terms.

- 1.4.6.1. Other than those members that are appointed by Position, membership on the CSOC Council is limited to two (2) two-year terms.
 - 1.4.6.2. The CSOC Council terms shall be staggered so as to insure continuity of the CSOC Council. Council Members serving a complete four year term are not eligible for re-appointment.
 - 1.4.6.3. After the passage of one year from the expiration of their term such individual can be considered for re-election to the CSOC Council.
 - 1.4.6.4. During the inaugural year of the CSOC Council, one third (1/3) of CSOC Council Members will serve starting from the first session through December 31, 2019, one third (1/3) of the CSOC Council Members will serve through December 31, 2020 and one third (1/3) of the CSOC Council Members will serve through December 31, 2021.
 - 1.4.6.5. Subsequent CSOC Council Members will serve two year terms January through December.
- 1.4.7. The By-Laws may be amended by a majority of the CSOC Council.

1.5. Advisory Council. The CSOC Council shall have an Advisory Council that shall consist of a Chairperson, Vice Chairperson, one CSOC Council Member from the FUNDERS category, one CSOC Council Member from the HOUSING/SERVICE PROVIDES category, one CSOC Council Member from the BROADER COMMUNITY category, and a Secretary.

- 1.5.1. A Chairperson and Vice Chairperson will be elected by the CSOC Council. The Chairperson and Vice Chairperson will serve one-year terms and may serve no more than two consecutive terms. Responsibilities include working with the Secretary to develop agendas and run regular and special meetings.

- 1.5.2. One CSOC Council Member from each of the following CSOC Council Member categories will be elected by the CSOC Council: FUNDERS, HOUSING/SERVICE PROVIDERS and BROADER COMMUNITY. These Council Members will serve one-year terms and may serve no more than two consecutive terms.
- 1.5.3. The Collaborative Applicant (CA) shall act as the Secretary. Secretary responsibilities include posting agendas, recording minutes, maintaining CSOC Council and Committee rosters, applications and attendance records and maintaining a StanCSOC website.
- 1.5.4. The Advisory Council will be supported by staff from the CA and the County.

1.6. Conflict of Interest and Recusal

- 1.6.1. CSOC Council members with actual or perceived conflicts of interest must identify them as they arise.
- 1.6.2. No member of the CSOC Council shall vote upon any matter which shall have a direct financial bearing on the organization that the member represents or sits as an Executive Board member on the organization. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions as a result from CA monitoring activities.
- 1.6.3. Prior to nomination or appointment to the CSOC Council, candidates will complete and sign the CSOC Council Application and Commitment Form and the acknowledgement of the Conflict of Interest Policy.

1.7. Meetings

- 1.7.1. The CSOC Council shall conduct General Membership meetings at least 6 times per year; a majority of the CSOC Council shall constitute a quorum for the transaction of business. At least annually, one of the General Membership meetings will provide an opportunity to review and update the StanCoC's business, structure, and operations.
- 1.7.2. The CSOC Council shall conduct CSOC Council Meetings at least 6 times per year; a majority of the CSOC Council shall constitute a quorum for the transaction of business.
- 1.7.3. The CSOC Council shall call Special Meetings, as needed; a majority of the CSOC Council shall constitute a quorum for the transaction of business.
- 1.7.4. It will be the responsibility of the CA to provide prior reasonable notice and a published agenda of all CSOC General Membership and CSOC Council meetings, and such notices shall be published on the StanCSOC website. Each public meeting shall have on its agenda the opportunity for members of the public to provide comment.
- 1.7.5. The CSOC Council will review and approve the minutes and consider recommendations from such committees during CSOC General Membership and CSOC Council meetings.

1.8. StanCSOC General Membership

- 1.8.1. The CA is responsible for conducting an annual call for membership to join the StanCSOC General Membership in January. Members will be organizational representatives and citizens who are committed to the mission of the StanCSOC. Members in good standing will have attended at least four StanCSOC meetings a year as documented through sign-in or registration. The calendar year for the StanCSOC General Membership will be January through December.

1.9. Committees

- 1.9.1. The CSOC Council shall create committees as necessary to accomplish its purpose, roles and responsibilities.
- 1.9.2. Committee Chairpersons and Committee Members shall be nominated by the CSOC Council and elected by a majority vote of the CSOC Council.

1.9.3. The StanCSOC shall have the following Standing Committees:

- 1.9.3.1. **Community Projects & Grant Review Committee (CPGRC)**. This committee is responsible for conducting the HUD Continuum of Care Program Grant project prioritization and funding process and other grant and program funding, allocation or selection decisions as assigned by the CSOC Council. No member of the CPGRC may be an employee, contractor, or serve in any representative capacity of an applicant or a sub recipient agency (RA) party to a funding application. This committee may contain up to five (5) members.
- 1.9.3.2. **Homeless Management Information System (HMIS) Governance Committee**. The HMIS Administrator shall be the Chairperson for this committee. This committee is responsible for making final recommendations to the CSOC Council on the planning, participation, selection, implementation and ongoing oversight of the single HMIS system.
- 1.9.3.3. **Point-In-Time (PIT) and Housing Inventory Count (HIC) Committee**. This committee shall be responsible for planning and, in coordination with the CA, conducting the count. This committee is also responsible for ensuring all aspects of the count are considered and meet the HUD PIT Count Standards.
- 1.9.3.4. **Homeless Populations and Subpopulations Committee**. This committee shall be responsible for the ongoing analysis of needs and resources to identify service gaps and recommend strategies for addressing special population needs. Examples:
https://www.hudexchange.info/resource/reportmanagement/published/CoC_PopSub_State_CA_2016.pdf.

- 1.9.3.5. **Funding and Resource Committee**. This committee shall be responsible for identifying potential funding resources (private/public, federal, state or local) and disseminating this information to the CSOC Council and service providers.
- 1.9.3.6. **Housing Committee**. This committee shall be responsible for developing and recommending strategies to increase inventory for affordable housing in Stanislaus County with a focus on Permanent Supportive Housing and Rapid Rehousing Programs.
- 1.9.3.7. **Planning and Development Committee**. This committee shall be responsible for developing and recommending coordinated assessment system policies and guidelines.

1.10. Selection and Evaluation of the CA & HMIS Administrator

- 1.10.1. The CSOC Council will select an eligible organization to serve as both the CA and the HMIS Administrator. This organization shall be responsible for:
 - 1.10.1.1. Submission of the StanCSOC application for the HUD Continuum of Care Homeless Assistance Grant and conducting StanCSOC Program activities.
 - 1.10.1.2. Administering the HMIS in compliance with requirements prescribed by HUD.
 - 1.10.2. The selection will be formalized in a resolution that must be approved by a majority of the CSOC Council.
 - 1.10.3. The resolution must be passed prior to submission of the HUD SAGE application for StanCSOC Planning and StanCSOC HMIS funds.
 - 1.10.4. The CSOC Council will enter into a Memorandum of Agreement with the CA and HMIS Administrator detailing the roles and responsibilities of each entity.

1.11. Policies & Procedures

- 1.11.1. The CSOC Council is responsible for setting the policies and procedures for the governance, operations, written standards for assistance and coordination of the StanCSOC.
- 1.11.2. The StanCSOC shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) requirements detailed in 24 CFR part 578.1 to:
 - 1.11.2.1. Designate a Lead Agency to serve as the CA to operate StanCSOC;
 - 1.11.2.2. Designate an Administrator of HMIS; and

- 1.11.2.3. Conduct year-round planning of homeless and homeless prevention housing and services.
- 1.11.3. Policies and Procedures will be approved by the CSOC Council by majority vote.
- 1.11.4. The CSOC Council will review Policies & Procedures on an annual basis, considering:
 - 1.11.4.1. Provider feedback on the current Policies & Procedures.
 - 1.11.4.2. Program participant feedback on the intake process.
 - 1.11.4.3. The effectiveness and appropriateness of housing and services for current program participants.
 - 1.11.4.4. The StanCSOC's success at meeting the performance standards in Section 427 of the McKinney-Vento Act.
 - 1.11.4.5. Changes in the characteristics of the homeless population within the StanCSOC.
 - 1.11.4.6. Changes in the housing and service resources available.
- 1.11.5. The StanCSOC Policies and Procedures will be available on the StanCSOC 's website.