

**GILA COUNTY HOMELESS TASK FORCE
GOVERNANCE CHARTER
Approved 8/1/2019**

Table of Contents

1. Purpose.....	2
2. Mission.....	2
3. Duties.....	2
4. Organization.....	3
A. Local Representation.....	3
B. Leadership.....	3
C. Meetings.....	4
D. Gila County Homeless Task Force Standing Committees.....	4
a. HMIS Committee.....	4
b. Recruitment and Membership Committee.....	4
c. Coordinated Assessment Committee.....	4
d. Point in Time Count Committee.....	4
e. Case Conferencing.....	4
5. ADOH Role and Responsibilities.....	4
6. HMIS.....	5
7. Conflicts of Interest.....	5
8. Review of the Governance Charter	5

* As outlined in the Federal Register 24 CFR Part 578, Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program; Interim Final Rule.

Gila County Homeless Task Force Charter

1. PURPOSE

Homelessness is unacceptable in Arizona. All individuals and families have the right to safe, affordable housing in healthy communities with access to a network of supportive services.

This Charter identifies the purpose, composition, roles, responsibilities and committee structure of the Gila County Homeless Task Force (GCHTF).

The Gila County Homeless Task Force is a collaboration and inclusive community-based process responsible for planning and coordinating multi-disciplinary homeless housing, services and assistance resources and services effectively and efficiently in Gila County. The Gila County Homeless Task Force assists in the coordination, development and evaluation of housing and services for homeless and at-risk of homeless persons with housing needs through planning, education and advocacy in Gila County.

2. MISSION

The mission of the Gila County Homeless Task Force is to end homelessness within Gila County. It will do this through a seamless and collaborative network, sharing experience and knowledge, and by assisting eligible entities in obtaining the necessary resources and support needed to help vulnerable, low-income individuals and families attain and maintain economic self-sufficiency.

3. DUTIES

The Gila County Homeless Task Force will serve as the Local Coalition to End Homelessness (LCEH) and the coordinating body for efforts to end homelessness in Gila County. Gila County Homeless Task Force will coordinate and oversee implementation of the following strategies and activities to address homelessness in Gila County:

- Establish a forum to involve, coordinate, educate and share knowledge between local stakeholders in Gila County regarding local efforts to end homelessness
- Identify local homeless housing, services and resource needs to develop, implement, improve and maintain local resources including outreach, shelters (including domestic violence programs), services, and housing and service system
- Identify local homeless populations and sub-populations and their needs to coordinate appropriate services.
- Increase access and coordination with other mainstream resources to promote housing stability and coordinate services.
- Use local data to Evaluate and improve performance of homeless service system and inform local planning and decision making within Gila County.
- Implement and maintain local Coordinated Entry System including regular case conferencing and service coordination meetings

- Oversee use of Gila County By Name List provided by ADOH to prioritize housing and supportive service placement and coordination through the coordinated entry system.
- Conduct Bi-annual local point in time (PIT) count in alignment with BOSCO and HUD requirements.
- Provide feedback to Balance of State efforts through participation in Balance of State Committees, Working groups and other forums. Key items and roles will include participation in state wide and local planning and work groups, sharing local information about homeless household needs and sub populations in Gila County, identifying and communicating local service gaps and barriers, representing all local jurisdictions, and have representatives possibly represent Gila County on statewide committees and the BoSCoC Governance Advisory Board.
- Communicate with local stakeholders on local and statewide efforts, strategies and initiatives to end homelessness.

4. ORGANIZATION

A. Local Representation: The Gila County Homeless Task Force is comprised of local representatives from entities and organizations serving and impacted by homelessness in Gila County. These organizations should represent geographically and culturally diverse communities throughout Gila County. All stakeholders and community members interested in addressing homelessness in Gila County are invited. Meetings are open. Key local stakeholders that should participate include:

- | | |
|---|---|
| • Non-profit homeless assistance providers* | • social service providers |
| • Victim service providers | • mental health agencies |
| • faith-based organizations | • hospitals |
| • governments | • Health Care Agencies |
| • businesses | • universities |
| • advocates | • affordable housing developers |
| • public housing agencies | • law enforcement |
| • school districts | • organizations that serve veterans |
| • Justice System/ Courts | • homeless and formerly homeless person |
| • Libraries | • Real Estate/ Housing Agencies |

Continuum of Care or ADOH funding must participate and support LCEH activities for their geographic service areas

B. Leadership – Gila County Homeless Task Force will elect its leadership from its membership. At minimum the LCEH will elect a Chairperson, Vice Chairperson and Secretary to oversee and document meetings. Officers will serve term of two (2) years and may be re-elected to three (3) consecutive terms. Gila County Homeless Task Force will accept nominations for leadership roles and conduct bi-annual elections at their meeting in January. Chairperson will host and facilitate meetings and be spokesperson for Gila County Homeless Task Force. Vice Chairperson will preside over meetings if the Chairperson is not available. The

Secretary will maintain minutes and other official documents of the meeting and meeting attendance logs.

C. Meetings – Gila County Homeless Task Force may determine frequency of meetings. At minimum quarterly meetings are required. Meetings will be open to all interested local participants. A log will be kept by the Secretary of all attendees and shared with ADOH for inclusion in the annual HUD NOFA process.

D. Gila County Homeless Task Force Committees: In order to do the work of the LCEH efficiently and effectively, Gila County Homeless Task Force may create one or more standing and ad hoc committees to perform and coordinate its work. Membership in committees will be drawn from the Gila County Homeless Task Force or other key community members based upon experience, qualifications or interest. Key committees and functions may include:

- HMIS/Data Committee – oversees local data and local participation in HMIS, coordinating data with ADOH and providers, setting performance standards and measuring performance. Provide representative to BoSCoC HMIS Committee meetings.
- Recruitment and Membership Committee – Invites, recruits and encourages participation in Gila County Homeless Task Force. Identifies gaps in membership and participation in Gila County Homeless Task Force. May assist in developing leadership slate and elections.
- Coordinated Assessment Committee – works to implement and monitor local Coordinated Entry project including recruiting providers, ensuring geographic coverage across Gila County and reviewing performance.
- Point in Time Count Committee – recruits' participation and ensures PIT is conducted in Gila County on an annual basis. Identify a local coordinator to attend annual training and lead Gila County PIT process. Coordinates data collection with ADOH.
- Case Conferencing – Gila County Homeless Task Force will ensure local providers and stakeholders meet on regular (bi-weekly) basis to coordinate services, identify and prioritize housing and services based on By Name List provided by the GAB Continuum of Care.

5. ADOH ROLE AND RESPONSIBILITIES

The Arizona Department of Housing (ADOH) is the lead support agency and the Collaborative Applicant providing support staff to the various committees and work groups of the Balance of State Continuum of Care and performing necessary functions such as Business and Operations Management for the Balance of State Continuum of Care, HMIS administration, performance monitoring, engagement and education of stakeholders and submission of the funding applications. ADOH will provide technical and other supports for the Gila County Homeless Task Force. ADOH will provide opportunities for Gila County Homeless Task Force participation in Balance of State coordination efforts.

Responsibilities for BoSCoC and LCEH's

- Fiscal Agent for the Balance of State Continuum of Care (BoSCoC) and Performing Financial Management Responsibilities as required by the HEARTH Act.

- Staffing of Governance Advisory Board Committees when necessary.
- Providing Call in Number Access for Committee Meetings.
- Production of Planning Materials.
- Coordinate Needs/Gaps Assessments.
- Collect and Report Performance Data.
- Monitor Program Performance.
- Coordinate Resources, Integrate Activities and Facilitate Collaboration.
- Prepare the Collaborative Application for HUD McKinney Vento CoC Funds (Exhibit 1). This includes but is not limited to the following:
 - Adherence to the HUD published NOFA for the Continuum of Care each year.
 - Registration on e-snaps including the completion and submission of the Grant Inventory Worksheet (GIW).
 - Preparation of the Consolidated CoC including Project Priority List.
- Apply for Planning Grants.
- Build Awareness of CoC Related Issues.
- Recruit Stakeholders.
- Provide technical assistance to LCEH in each BoS County to develop governance and continuum of care in each BoS County. ADOH will provide regular topics and information to incorporate into local meetings to ensure compliance and adherence to best practice by local coalitions.

6. HOMELESS MANAGEMENT INFORMATION SYSTEMS (HMIS)

All agencies (when applicable) within the Gila County Homeless Task Force should participate in HMIS where possible to enhance service coordination. Gila County Homeless Task Force will promote appropriate data sharing between participating agencies to enhance service coordination and housing placement.

7. CONFLICTS OF INTEREST

Each member of the Gila County Homeless Task Force will disclose their relationship to any agenda item requiring a vote during discussion of the agenda item. No member may vote upon any matter which financially benefits them or the organization that the member represents.

8. REVIEWING AND UPDATING THE CHARTER

Once every year the Gila County Homeless Task Force Governing Body must review this Governance Charter. Members of the CoC Governing Body, CoC Board, Collaborative Applicant, Lead Agency, or HMIS Lead may make suggestions for updating. It is the Lead Agency's responsibility to review HUD rules, regulations, and guidance and to suggest updates to the Governance Charter as required by HUD. The updates must be presented to the full CoC Governing Body prior to the Annual Meeting. Updates to the Governance Charter require two meetings: the first to review changes, and the second to vote. A simple majority is required by the CoC Governing Body at the Annual Meeting.