

# FL-513 Brevard County Continuum of Care Governance Charter

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## **FL-513 Brevard County Homeless Continuum of Care Governance Charter**

The name of this Continuum of Care (CoC) shall be the Brevard County Homeless Continuum of Care and the name of this CoC Board shall be the CoC Advisory Council, herein referred to, respectively, as “the CoC” and “the CoC Advisory Council.”

### **I. Purpose of the CoC**

The CoC is a membership body of Brevard County Florida a region of U.S. HUD Continuum of Care (FL-513). The purpose of the CoC is to develop and implement strategies to end homelessness in Brevard County. The CoC, operating through the CoC Advisory Council and the CoC Lead Agency (the Brevard Homeless Coalition, Inc.), coordinates the community’s policies, strategies, and activities toward ending homelessness. Its work includes gathering and analyzing information, in order to determine the local needs of people experiencing homelessness, securing resources to address the needs of people experiencing homelessness in the CoC catchment area, identifying and bridging gaps in housing and services, educating the community on homeless issues, providing advice and input on the operations of homeless services, and measuring CoC performance.

### **II. Responsibilities of the CoC According to the U.S. Department of Housing and Urban Development’s (HUD) Continuum of Care Rule (see 24 CFR 578) and the State of Florida Statutes (see F.S. 420.624)**

The responsibilities of the CoC include, but are not limited to, ensuring that the following requirements are met by the CoC Advisory Council and CoC Lead Agency, working in collaboration with the CoC.

#### **A. Operating a Continuum of Care**

1. Adopt and follow a written process to select a board to act on behalf of the CoC. (see above mentioned CoC Advisory Council).
2. Develop, follow, and update annually this governance charter (updating at the annual CoC General Membership meeting when needed), which will include procedures and policies needed to comply with HUD requirements and with HMIS requirements, including a code of conduct and recusal process for the CoC Advisory Council, its chair(s), and any person acting on behalf of the CoC Advisory Council.
3. In consultation with recipients of Emergency Solutions Grant (ESG) and CoC funds within the CoC’s geographic area, as well as other community stakeholders, establish and operate a coordinated entry process that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
4. In consultation with recipients of ESG and CoC funds within the CoC, as well as other community stakeholders, establish and consistently follow written standards for providing CoC assistance.
5. Consult with funding recipients, subrecipients, and other community stakeholders to establish performance targets appropriate for population and program type.
6. Educate the community on homeless issues.

7. Hold meetings of the CoC full general membership, at least quarterly, and make a public invitation for new members at least annually.
8. Monitor performance of CoC and ESG recipients and subrecipients, as well as subrecipients of State funding for homelessness which flows through the CoC Lead Agency.
9. Evaluate the outcomes of projects funded under ESG, CoC, and State homelessness funding programs.
10. Provide technical assistance and support to underperforming projects and programs.
11. Take appropriate action against ESG-funded, CoC-funded, and State-funded projects that perform poorly.
12. Report the outcomes of ESG and CoC projects to HUD annually.
13. Report the outcomes of State-Funded programs to the State of Florida as required by contract.

## **B. Continuum of Care Planning**

1. Coordinate the implementation of a housing and service system within the CoC's geographic area that meets the needs of individuals and families experiencing homelessness.

At a minimum, such a system encompasses the following:

- a. Outreach, Engagement, and Assessment
  - b. Shelter, Housing, and Supportive Services (supportive services include, but are not limited to mental health, substance abuse, medical services)
  - c. Homeless Prevention Strategies (preventing an episode of homelessness)
2. Develop strategies to end homelessness locally, based on the consideration of documented best practices, local needs and gaps, innovations in programs and service delivery, and available and potential resources.
  3. Plan for and conduct an annual point-in-time count of persons experiencing homelessness within the CoC geographic area that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for persons who are homeless, in general, and persons who are chronically homeless and Veterans experiencing homelessness, specifically, as HUD requires.
  4. Conduct an annual gaps analysis of the needs of people experiencing homelessness, as compared to available housing and services within the CoC geographic area.
  5. Provide information required to complete the Consolidated Plan(s) within the CoC catchment area, as applicable.
  6. Consult with State and local government ESG recipients within the CoC catchment area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients, as applicable.

### C. Designation of Lead Agencies for the CoC

The CoC must designate a Collaborative Applicant/CoC Lead Agency as well as an HMIS Lead Agency. Additionally, in accordance with HUD Notice CPD-17-01 and HUD's Coordinated Entry Management and Data Guide, the CoC should designate a coordinated entry management entity, or CE Lead Agency. This Section outlines the selection processes, written agreement requirements, and basic responsibilities of the three Lead Agency roles. While each of the three Lead Agency roles is a separate designation, the same organization may hold two or all three of the Lead Agency roles.

#### Eligible Applicants and Selection of Lead Agencies

1. The Lead Agency will be legal organization that meets requirements for an eligible applicant in the CoC Program at 24 CFR 578.15: "Nonprofit organizations, States, local governments, and instrumentalities of State or local governments are eligible to apply for grants."
2. The CoC Advisory Council shall establish a process for Lead Agency oversight and evaluation and report to the CoC General Membership for review and approval of Lead Agency(s) designation.
3. Upon selection, the Lead Agency may be eligible to apply for and receive a specific grant in the annual CoC Competition that funds their work as the lead agency in that area:
  - a) CoC Lead Agency may apply for the CoC Planning Grant as described in 24 CFR 578.9,
  - b) HMIS Lead Agency may apply for the dedicated HMIS grant as described in 24 CFR 578.37(a)(4), and
  - c) CE Lead Agency may apply for one or more Supportive Services Only-Coordinated Entry grant as described in each year's CoC Notice of Funding Opportunity.
  - d) CoC Lead Agency will receive at least 50% of available admin funding in each CoC Program Application submitted in each year's CoC Notice of Funding Opportunity.

These grant funds provide support for the Lead Agency in fulfilling their duties.

4. Lead Agency(s) Memorandum of Understanding
  - a) Upon selection of an eligible organization to fill one or more of the Lead Agency roles, the CoC Advisory Council will enter into a written agreement or Memorandum of Understanding (MOU) with the Lead Agency detailing the roles and responsibilities of each party including the term of the agreement.
  - b) The CoC Advisory Council shall designate an;
    - a. HMIS Oversight Group is responsible for the review and program evaluation of HMIS.
    - b. Coordinated Entry Oversight Group is responsible for the review and program evaluation of the Brevard County Coordinated Entry System.
    - c. Lead Agency Oversight Group is responsible for the review and program evaluation of the Lead Agency.

The LA Oversight group is responsible for the for:

- i. Development and execution of the MOU.
- ii. Monitoring and oversight of the LA.
- iii. Overseeing a competitive process for selection of the LA, as specified in the MOU.

**D. CoC Lead Agency – the CoC shall Designate a single organization to serve as Collaborative Applicant and the CoC Lead Agency to be responsible for preparing applications for funding on behalf of the CoC.**

CoC Lead Agency Purpose

1. The purpose of the CoC Lead Agency is to carry out the operational and administrative functions of the CoC.
2. The CoC Lead Agency performs the duties of the “Collaborative Applicant” role described in the CoC Interim Rule at 24 CFR 578.9. The CoC Lead Agency’s role in the CoC may alternatively be described as the “Collaborative Applicant.”
3. While it is not required, the CoC Lead Agency may be the same organization as the HMIS Lead Agency and/or the CE Lead Agency.

CoC Lead Agency Responsibilities

NOTE: The list of responsibilities in this section is a general framework and more comprehensive and detailed responsibilities are outlined in the MOU between the CoC Advisory Council and CoC Lead Agency.

- i. Designate a single eligible Collaborative Applicant (CoC Lead Agency) to collect and combine the required application information from all applicants for the annual HUD CoC funding competition. This entity also serves as the agency eligible for State of Florida CoC funding related to homelessness, including but not limited to the Challenge Grant and the State Emergency Solutions and TANF Grants. For the purposes of this Charter and related CoC documents, the terms Collaborative Applicant and CoC Lead Agency refer to the same organization, have the same meaning, and are used interchangeably.
- ii. Establish the local process for applying, reviewing and prioritizing project applications for funding in the annual HUD CoC funding competition, State of Florida Challenge Grant funding, State of Florida Emergency Solutions and TANF Grant funding, and any other funding for which the CoC Lead Agency is the eligible applicant on behalf of the CoC.
- iii. Establish priorities that align with local state, and federal policies for recommending projects for HUD CoC grant funding and all funding for which the CoC Lead Agency is the eligible applicant on behalf of the CoC.
- iv. Determine whether to require the CoC Lead Agency to apply for Unified Funding Agency designation from HUD.
- v. Approve the final submission of applications in response to the HUD CoC Notice of Funding Availability and other funding for which the CoC Lead Agency is the eligible applicant on behalf of the CoC.

**E. HMIS Lead Agency – the CoC shall designate an HMIS Lead Agency to operate a Homeless Management Information System (HMIS).**

HMIS Lead Agency Purpose

1. The purpose of the HMIS Lead Agency is to operate the Homeless Management Information System on behalf of the CoC. The CoC Advisory Council, not the HMIS Lead Agency, selects the HMIS platform; the HMIS Lead Agency conducts the management and operations of this platform.
2. While it is not required, the HMIS Lead Agency may be the same organization as the CoC Lead Agency or the CE Lead Agency.

#### HMIS Lead Agency Responsibilities

NOTE: The list of responsibilities in this section is a general framework and more comprehensive and detailed responsibilities are outlined in the MOU between the CoC Advisory Council and HMIS Lead Agency.

- i. Designate a single HMIS for the CoC's catchment area, and an eligible applicant to serve as the CoC's HMIS Lead Agency.
- ii. Review, revise and approve a CoC HMIS data privacy plan, data security plan, and data quality plan.
- iii. Ensure that the HMIS is administered in compliance with HUD requirements.
- iv. Ensure consistent participation by CoC and ESG recipients and subrecipients in the HMIS.
- v. In conjunction with the CoC Lead, develop and submit all data reports to HUD

#### **F. Coordinated Entry (CE) Lead Agency – the CoC shall designate a Coordinated Entry Lead Agency to operate the Coordinated Entry System (CE)**

##### CE Lead Agency Purpose

1. The purpose of the CE Lead Agency is to operate and manage the CoC's coordinated entry system as described in the Coordinated Entry policies and procedures ratified by the CoC Advisory Council. The CoC Advisory Council, not the CE Lead Agency, creates policy related to coordinated entry; the CE Lead Agency carries out these policies and ensures compliance by participating organizations.
2. While it is not required, the CE Lead Agency may be the same organization as the CoC Lead Agency and/or the HMIS Lead Agency.

##### CE Lead Agency Responsibilities

NOTE: The list of responsibilities in this section is a general framework and more comprehensive and detailed responsibilities are outlined in the MOU between the CoC Advisory Council and CE Lead Agency.

- i. Participate in the annual CE evaluation process.
- ii. Ensure that CE is administered in compliance with HUD requirements.
- iii. Administer CE as defined in the Coordinated Entry policies and procedures
- iv. Ensure consistent participation by CoC and ESG recipients and subrecipients with CE.

- v. Refer households into openings in housing projects as described in the CE policies and procedures.

### **III. CoC General Membership**

#### **A. Purpose of CoC General Membership:**

The CoC's general membership is the democratic membership body of the CoC. The purpose of the membership is to work to end homelessness in the community by ensuring the CoC meets the requirements in the CoC interim rule and whatever other commitments the CoC makes to end homelessness. In order to more efficiently govern the CoC, the general membership cedes most decision-making authority to the CoC Advisory Council (described below). However, the membership retains decision-making authority on the following matters:

1. Approving CoC Advisory Council members annually,
2. Approving changes to this Governance Charter as needed, and ensuring the Charter is re-approved at least annually, and
3. Selection of the CoC Lead Agency and HMIS Lead Agency, and changes to these designations.

Authority in all other matters is delegated to the CoC Advisory Council, who may in turn delegate decision-making authority to other entities as needed (e.g. Committees, Lead Agencies). The CoC general membership retains the right to change this Governance Charter to re-assert its decision-making authority as needed.

#### **B. CoC General Membership Recruitment and Outreach:**

CoC general membership is open to any individual or organization that is interested or has a personal or professional commitment to effectively ending homelessness in Brevard County. To be a member in good standing, the individual or organization must have been approved for membership and attend 75% of the membership meetings.

The CoC will publish and appropriately disseminate an open invitation at least annually for persons within the CoC geographic area to join as new CoC general members. Recruitment efforts will be documented by the CoC. The CoC will identify and address membership gaps in essential sectors, from key providers or other vital stakeholders. Specifically, outreach will be conducted to obtain membership from the following groups as they exist within the CoC's catchment area and are available to participate in the CoC.

- Nonprofit homeless assistance providers
- Victim service providers
- Faith-based organizations
- Governments
- Businesses
- Advocates
- Public housing agencies
- School districts
- Social service providers
- Mental health agencies

- Hospitals
- Universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans
- Individuals who are, or have been, homeless
- Other relevant organizations within the CoC’s geography (which may include mental health service providers and funders, substance abuse service providers and funders, foster care, local job councils, etc.)

**C. Decision Making, Quorum, and Proceedings at CoC General Membership Meetings:**

CoC General Membership Meetings shall be held at least quarterly with one meeting specified as the CoC Annual Meeting at which the CoC Advisory Council elections are held. CoC General Membership Meetings are in addition to regular networking meetings, work group meetings, and committee meetings, which will occur more frequently. CoC General Membership Meetings shall be open to any interested party. Meetings will be noticed in advance through the CoC membership list and through posting on the website of the CoC Lead Agency. Such notice will include the date, time, and location of the meeting. Meeting agendas shall be posted online at a specified location and/or emailed to members. Meeting procedures for CoC meetings must provide an opportunity for all present to be heard and for the efficient conduct of business. Decisions at CoC meetings will be final upon a majority vote (50% plus one) of members present. Meeting materials shall be made available to interested parties, as well as posted online.

**IV. Members of the CoC Advisory Council**

- A. The Advisory Council shall consist of no more than thirty four (34) persons.
- B. The individual members of the CoC Advisory Council shall be composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons.
- C. New Council Members will be either appointed or elected through a rolling election process.

The Make-up of the CoC Advisory Council shall be at a minimum:

Number seats	Description
5	One appointee from each of the HOME Consortium government entities (1 county and 4 municipalities) –Brevard County, Palm Bay, Melbourne, Cocoa, Titusville.
2	One appointee from the Transportation Planning Organization (TPO), and one appointee from the Transportation Provider Agency - Space Coast Area Transit, (SCAT)
1	One appointee by our CoCs State-Certified Managing Entity
1	One appointee by the Department of Children and Families

1	One appointee by our Community Treatment Center
1	One appointee by our Federally Qualified Health Provider
1	One appointee by our Community Based Care Organization
1	One appointee by the Brevard Public Schools
3	One appointee from each of the local housing authorities
1	One appointee from CareerSource Brevard
<b>17</b>	<b>TOTAL APPOINTED SEATS</b>
Number seats	Description
4	Four elected seats for representatives of housing services providers (i.e. affordable housing developers, affordable housing providers, supportive housing, emergency shelter, etc.).
4	Four elected seats for community services representatives (i.e. Law enforcement, Faith Based, homeless service providers; 2 of the 4 elected seats must be Law Enforcement representatives).
2	Two elected seats from the business community (i.e. Private Business, Vocational Rehab, Higher Education, etc.)
2	Two elected seats reserved for persons with lived experience ( <i>these seats will come from the recommendation of the Lived Experience Committee</i> )
2	Two elected seats from the health care sector
3	Three elected At-Large seats
<b>17</b>	<b>TOTAL ELECTED SEATS</b>

*\*At no point can there be more than 25% representation of providers who receive funding through the CoC on the CoC Advisory Council - see Conflict of Interest and Recusal policy laid out in this charter.*

**D. Additional CoC Advisory Council Membership Conditions:**

1. No organization may have more than one (1) representative seated on the CoC Advisory Council at any time, regardless of which seats they occupy, and regardless of whether they are staff or board members of the organization.
2. The CoC Advisory Council is intended to be a council of leaders and decision-makers. Individuals elected or appointed to the Council in representative capacities should either have a leadership and decision-making role within their organization, and/or have the authority to represent the perspective and viewpoint of their respective organizations.
3. Every effort shall be made to ensure that the CoC Advisory Council is representative of the CoC geographic area.
4. Every effort shall be made to ensure that the Advisory Council represents the racial, gender, and ethnic demographics of the CoC geographic area.
5. Participation: All members are expected to actively participate in CoC Membership Activities by attending regularly scheduled CoC Membership meetings.
6. Termination: Membership may be terminated by two-thirds vote of the CoC Advisory Council.
7. Vacancy: If a Council member resigns or is terminated before their term expires, the Council may appoint a successor to serve the remainder of the term. If a Coalition Agency Director no longer serves in the capacity that

he/she had when elected, he/she may be asked to vacate the position on the CoC Advisory Council, and a successor may be appointed to serve the remainder of the term.

**E. Relationship between the CoC Advisory Council and the full CoC General Membership:**

The CoC Advisory Council serves at the behest of the CoC General Membership. By approving this Governance Charter, approving the MOUs between the CoC and the Lead Agency(s), and electing Council members, the CoC is delegating CoC responsibilities to the CoC Advisory Council and CoC Lead Agency(s). The CoC Advisory Council will keep the full CoC General Membership involved by involving CoC general members in workgroups and committees, and by sharing information via email lists and any other means appropriate.

**V. Terms of the CoC Advisory Council**

Appointed Members of the Council will be appointed by the agency represented. Elected members of the CoC Advisory Council shall serve two-year terms. Continuation on the Council is not automatic; elected Council members must be reelected to serve at the end of each term. Terms may be staggered to ensure continuity of CoC governance. In the first year of seating the CoC Advisory Council under this Governance Charter, the CoC Advisory Council will establish a reasonable policy to provide for staggering of terms. Persons elected to serve the unexpired term of a member who has resigned or been removed will serve out the remainder of that person's term.

**VI. CoC Advisory Council Member Qualifications and Responsibilities**

All members of the CoC Advisory Council shall affirm a professional interest in, or personal commitment to, effectively ending homelessness in Brevard County. Each Council Member must also:

1. Sign a conflict of interest disclosure statement.
2. Collaborate in good faith with other members to work toward the CoC mission to end homelessness in the CoC.
3. Abide by the CoC governance charter, policies, and procedures.
4. If representing a certain sector of homeless services, solicit input from others in that sector who are not on the Council to ensure their voices are represented.
5. Attend and participate actively in CoC Advisory Council meetings.
6. Participate in the activities of the CoC General Membership, such as the Point-in-Time Count, HMIS oversight, strategic planning, advocacy and public education efforts, and project and system performance reviews.
7. Ensure their agency, if receiving funds through the CoC, remains in compliance with all contractual and program requirements.

**VII. CoC Advisory Council Processes**

CoC Advisory Council membership is made up of appointed and elected members. Elected seats are voted in at an annual meeting of the CoC General Membership. To be elected to the Council, a CoC member must obtain a majority vote of the CoC General Membership in attendance.

- A. Removal and resignation from the Council - If a CoC Council member has unexcused absences from more than 25% of the regular CoC Council meetings in a calendar year, that person may be administratively removed from the CoC Advisory Council. If a CoC Advisory Council member wishes to resign, the CoC Advisory Council member shall submit a letter of resignation to the Chair. In the case of removal or resignation, if a seat is an appointed seat, the appointing body will be asked to appoint a replacement; if an elected seat, the seat will remain open until the next CoC Annual Meeting if the Advisory Council cannot identify an appropriate replacement.
- B. Conflict of Interest Policy and Disclosure Requirements – The CoC Advisory Council shall adopt a Conflict of Interest Policy and Disclosure Requirements establishing policies, procedures, and forms to implement an effective process by which to reveal and address potential and/or actual conflicts of interest. Any individual participating in or influencing decisions must identify actual and potential perceived conflicts of interest as they arise and comply with the letter and spirit of this policy.

A conflict of interest is broadly defined to include a conflict stemming from professional employment and groups, funding or vendor relationships, and may either be personal or professional and/or be due to those of members of their immediate family or significant others. Disclosure should occur at the earliest possible time and, if possible, prior to the discussion of any such issues. Individuals with a conflict of interest shall abstain from both discussion and voting on any issues in which they may have a conflict.

An individual with a conflict who is on the CoC Advisory Council shall yield their position during discussion and voting on the item. Minutes of meetings involving possible conflicts of interest shall record such disclosure, abstention, and rationale for approval. Decisions by the Advisory Council must be justifiable as being in the best interests of the CoC and the mission of the CoC to end homelessness in Brevard County

- C. Decision Making, Quorum, and Proceedings at Meetings— The CoC Advisory Council shall meet at least quarterly but may meet more frequently. If the Council meets no more than quarterly, the Advisory Council Officer’s shall meet in the interim. CoC Advisory Council Meetings shall be open to any interested party. Meetings will be noticed in advance through the CoC General membership list, the CoC Lead Agency website, and/or other reasonable processes. Such notice will include the date, time, and location of the meeting. Meeting agendas shall be posted online at a specified location and/or emailed to members.

A quorum for CoC Advisory Council meetings is defined as 50% plus one of CoC Advisory Council membership present. Conduct of CoC Advisory Council meetings shall be vested in the Chair. Meeting procedures for CoC Advisory Council meetings must provide an opportunity for all CoC Advisory Council members present to be heard and for the efficient conduct of business. The CoC Advisory Council may open the meeting to input and public comment, as deemed appropriate.

Actions of the Council will be by majority vote (50% plus one) of the CoC Advisory Council members attending either in person or participating via conference call. Minutes of meetings shall be taken by the Secretary or his/her designee and shall be made

available to interested parties, as well as posted on the website of the designated CoC Lead Agency.

### **VIII. Officers of the CoC Advisory Council**

The CoC Advisory Council's Officer's shall consist of: one (1) Chair, one (1) Vice Chair, one (1) Secretary, one (1) Immediate Past Chair and the CoC Lead Agency Executive Director will serve in an ex-officio nonvoting capacity. These seats will be elected by, and from, the CoC Advisory Council. The outgoing Chair shall also serve with the Advisory Council Officer's as Immediate Past Chair for one year following the expiration of his/her term as Chair.

The CoC Advisory Council will elect the Chair, Vice Chair, Secretary annually following the election of the full CoC Advisory Council. In no case may the Chair be affiliated with a nonprofit homeless or housing assistance organization or the CoC Lead Agency. The Advisory Council Officers are empowered to act on behalf of the full CoC Advisory Council between meetings of the full Council in cases of emergency or as directed by the CoC Advisory Council. A quorum for the Advisory Council Officer's action is 50% of Officer's membership plus one person. The Advisory Council Officer's action is subject to review by the full CoC Advisory Council at its next regular meeting. Actions of the Officer's may be overturned by a two-thirds vote of the CoC Advisory Council members present at the next regular CoC Advisory Council meeting.

### **IX. Terms of the CoC Advisory Council Officers**

Elected officers of the CoC Advisory Council shall serve two-year terms, and no more than three (3) sequential terms of office. Continuation as an officer is not automatic and must be reelected to serve at the end of each term. Persons elected to serve the unexpired term of a member who has resigned or been removed will serve out the remainder of that person's term. The person will be eligible for appointment or election for up to three subsequent sequential terms.

### **X. Committees and Workgroups**

The CoC Advisory Council will appoint committees or workgroups to fulfill the work of the CoC. Much of the CoC's work is conducted at committee and workgroup meetings. Standing committees will include:

1. Advisory Council Officers as described in Section VIII.
2. The Data and Performance Monitoring Committee identifies performance measures that the CoC can use to judge the progress and the performance of funded projects. It also oversees the HMIS system and provides input into screening tools. This is a joint Committee with the HMIS Lead Agency and the Brevard CoC and is Chaired by a representative from the HMIS Lead Agency.
3. The Direct Services Committee represents the needs of providers within the CoC on issues such as fair allocation of CoC duties and resources, local, state, and federal policies, and provider perspectives on the operation of the CoC. It may form working groups focused on CoC programs such as permanent supportive housing, rapid rehousing, emergency shelter, homeless prevention, etc.
4. The Lived Experience Committee, ideally chaired by a person with lived experience, ensures that the CoC is meeting the needs of people experiencing homelessness,

- including how outreach is conducted and how resources are being allocated to specific subpopulations. It may form working groups focused on youth issues, veteran issues, etc.
5. The Housing Committee exists to increase the affordable housing supply in Brevard County. It may form working groups focused on supportive housing, housing inventory development, housing site search, etc.

The CoC Advisory Council may also create ad-hoc committees to develop recommended solutions to the specific issue for which they were created. A Council member shall serve as Chair for each committee. Each committee shall be staffed by the CoC Lead Agency.

The five standing committees have a set number of voting members, distributing the votes fairly across member agencies, but participation is open to all. Each standing committee elects its leadership (chair, co-chair, etc.), and no individual should serve in a leadership position across multiple committees. Each committee makes formal recommendations to the CoC Advisory Council and/or the Advisory Council Officer's. Working groups have a less formal structure and may interact through emails, chats, etc., rather than formal meetings. The working groups may form in three ways:

1. A standing committee may form a working group to deal with a discrete task, such as to organize the PIT count.
2. A group of CoC members with similar interests (e.g., shelter providers or members interested in veterans' issues) may form a working group for information sharing and making recommendations to a standing committee when needed.
3. The Advisory Council Officer's may form ad hoc working groups on topics such as periodically evaluating the performance of the collaborative applicant, assigning the working groups to report to one of the standing committees or to the Advisory Council Officer's.

Committees and work groups will submit their findings and recommendations to the CoC Advisory Council for action, as appropriate. Committees and work groups will be open to CoC general members, in addition to the CoC Advisory Council and CoC Lead Agency.

## **XI. Amendment and Review of the Governance Charter**

The CoC will review, update, and approve this governance charter at least annually.

Approved revisions to CoC General Membership on 04.04.2024

- Formatting and reordering of sections.
- II. D, E F – Lead Agency sections added.
- III. C – “Meeting Materials shall be made available to interested parties” replaced “Minutes of meetings shall be taken by the secretary or his/her designee and.”
- IV. A – Advisory Council updated to expand the number of seats available. “The Advisory Council shall consist of no more than thirty four (34) persons.” replaced “The Advisory Council shall consist of no fewer than Sixteen and no more than twenty seven (27) persons.”
- IV. B – Removed section “The Make-up of the CoC Advisory Council shall be at a minimum..”
- IV. C – Section added and chart inserted that details the makeup of the Advisory Council to include appointed and elected members.
- IV. C – Added clarification to the type of provider – elected or appointed. “*\*At no point can there be more than 25% representation of providers who receive funding through the CoC on the CoC Advisory Council...*”
- V. – Added “Appointed members of the Council will be appointed by the agency represented.” Removed the last sentence “The person will be eligible for appointment or election for up to three subsequent sequential terms.”
- VI. – Added row 7.
- VII. – Added the verbiage to distinguish between appointed and elected members. “CoC Advisory Council membership is made up of appointed and elected members. Elected seats are voted in at an annual meeting of the CoC General Membership.” replaced “CoC Advisory Council members are elected at an annual meeting of the CoC General Membership.
- VII. A – “if the Advisory Council cannot identify an appropriate replacement” added to the last sentence.
- X. 3 – Last sentence added: “It may form working groups focused on CoC programs such as permanent supportive housing, rapid rehousing, emergency shelter, homeless prevention, etc...”
- X. 5 – section added for the Housing Committee.

Reviewed with no revisions on 11.14.2025

Approved revisions by Advisory Council on 01.08.2026

- Under Advisory Council makeup for Elected Seats, Community Services Representatives (page 9) – add: “2 of the 4 elected seats must be Law Enforcement representatives.”