

**PINAL COUNTY COALITION TO END HOMELESSNESS
GOVERNANCE CHARTER
October 10, 2023**

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1. PURPOSE

Homelessness is unacceptable in Pinal County, 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 PINAL COUNTY COALITION TO END HOMELESSNESS (PCCEH).

The PCCEH 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 Pinal County. The PCCEH 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 Pinal County.

2. MISSION

The mission of the PCCEH is to end homelessness within Pinal 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.

The PCCEH will ensure trauma informed access to housing services and supports, Justice, equity, diversity and inclusion shall be transparent, trauma informed and representative of the community served. The PCCEH will demonstrate inclusion and participation of persons with lived experience, domestic and/or sexual violence, mental health, substance use, and other underserved populations as identified.

3. DUTIES

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

- Establish a forum to involve, coordinate, educate, and share knowledge between local stakeholders in Pinal County regarding local efforts to end homelessness through coalition meetings.
- 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 Pinal County.
- Implement and maintain local Coordinated Entry System including regular Pinal County case conferencing and service coordination meetings.

- Oversee use of Pinal County By Name List provided by ADOH to prioritize housing and supportive service placement and coordination through the coordinated entry system.
- Conduct annual local point in time (PIT) count in alignment with BOSCOG 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 Pinal County, identifying and communicating local service gaps and barriers, representing all local jurisdictions, and have representatives possibly represent Pinal 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.
- Recognize the locally maintained domestic violence by name list into the coordinated entry system as stated in the Coordinated Entry Procedure.

4. ORGANIZATION

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

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| • Non-profit homeless assistance providers* | • higher education |
| • Victim service providers | • affordable housing developers |
| • faith-based organizations | • law enforcement |
| • governments | • organizations that serve veterans |
| • businesses | • homeless and formerly homeless person |
| • advocates | • tribal entities |
| • public housing agencies | • veteran serving agencies |
| • school districts | • agencies who serve traditionally underserved and vulnerable populations |
| • social service providers | |
| • mental health agencies | |
| • hospitals | |

*Continuum of Care or ADOH funded agency must participate and support LCEH activities for their geographic service areas.

B. Leadership: PCCEH will elect its leadership from its membership. At minimum the LCEH will elect a Chairperson and Vice Chairperson, to oversee and document meetings. Officers will serve term of (2) years and may be re-elected to (2) consecutive terms. PCCEH will accept nominations for leadership roles and conduct bi-annual elections at their annual meeting in (2nd Tuesday in October at

our annual meeting). Chairperson will host and facilitate meetings and be spokesperson for PCCEH. Vice Chairperson will preside over meetings if the Chairperson is not available.

Unelected leadership includes: Pinal County staff will provide secretary duties to maintain all official documents including agendas, minutes, and attendance of all meetings and will complete reporting requirements to ADOH. The LCEH will provide a representative to attend the BoSCoC quarterly Leads Committee meetings.

C. Meetings: PCCEH 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 Pinal County staff of all attendees and shared with ADOH for inclusion in the annual HUD NOFA process.

D. Committees: In order to do the work of the LCEH efficiently and effectively, PCCEH may create one or more standing and ad hoc committees to perform and coordinate its work. Partnering agencies may be invited to participate on a committee. A coalition member appointed by the chairperson shall serve as the lead over each committee. 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.
- Coordinated Entry Committee – works to implement and monitor local Coordinated Entry project including recruiting providers, ensuring geographic coverage across Pinal County and reviewing performance.
- Case Conferencing – PCCEH will ensure local providers and stakeholders meet on regular basis to coordinate services, identify and prioritize housing and services based on By Name List provided by ADOH or their representative.
- Membership Committee – invites, recruits and encourages participation in PCCEH. Identifies gaps in membership and participation in PCCEH. May assist in developing leadership slate and elections.
- Point in Time Count Committee – recruits participation and ensures PIT is conducted in Pinal County on an annual basis. Identify a local coordinator to attend annual training and lead Pinal County PIT process. Coordinates data collection with ADOH.
- Outreach Committee – identify and make contact with unsheltered, homeless individuals in Pinal County, assess their needs, offer resources, and encourage and assist persons in getting into HMIS and on the BNL.
- Task Force – the PCCEH may assemble a task force to address specific issues related to justice, equity, diversity, and inclusion or strategic planning as needed.
- Executive Committee – shall include chairperson, vice-chairperson, committee leads, lead agency representation, and other coalition members as appointed by chairperson, vice-chairperson, and lead agency representative. The Executive Committee shall discuss, exchange, and agree to ideas regarding the PCCEH's performance; make recommendations for trainings and meeting

topics; annually update the Governance Charter; and ensure Governance Charter and PCCEH Policies and Procedures are being followed.

- Subcommittees – the PCCEH may establish subcommittees from time to time to address specific issues as they may arise. These committees may be volunteer based and made up by the membership.

The PCCEH will encourage members to apply for and serve on the Government Advisory Board of the BoSCoC and the BoSCoC HMIS Committee. Members are selected by the BoSCoC.

E. Membership: Membership in the PCCEH is open to any organization or individual that embraces the mission, values, and goals of the PCCEH. The organization or individual must have an interest in understanding and addressing the issues related to homelessness, and a desire to participate in some way in the most current PCCEH approved strategic plan to end homelessness in Pinal County. Each organization or individual shall renew their membership every January by completing an updated committed agency form.

To become a member, an organization may contact the Pinal County Office of Budget and Finance – Grants Division at grants@pinal.gov.

F. Voting Membership: Voting opportunities will be brought forth to the membership, including leadership elections, and other official PCCEH business.

Voting rights will be assigned to one individual within each member organization, as designated by that organization. An alternate voting member should also be selected by the organization should the voting member be unable to attend a meeting. An individual member not associated with an organization shall be assigned one vote.

A quorum is defined as 51% of the membership body in attendance, and constitutes a majority of member organizations present at any given PCCEH meeting. If a quorum is not established, no votes may take place during that meeting. An agency may submit an electronic vote prior to the meeting date if they will not be in attendance.

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 PCCEH. ADOH will provide opportunities for PCCEH participation in Balance of State coordination efforts.

Responsibilities for BoSCoC

- 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 within the PCCEH should participate in HMIS where possible to enhance service coordination. PCCEH will promote appropriate data sharing between participating agencies to enhance service coordination and housing placement. Agencies affected by Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA) provisions may use a comparable database.

7. CONFLICTS OF INTEREST

Each member of the PCCEH 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.