



PCCEH Committee Descriptions and Administrative Procedures

The Pinal County Coalition to End Homelessness (PCCEH) has created administrative procedures for the operations of all committees established through the coalition.

Each committee is required to meet on a day/time identified by the committee members in an amount adequate to address the tasks and duties assigned to that committee. All meeting notes and attendance shall be kept and submitted to grants@pinal.gov so that Pinal County may submit accurate quarterly reports to the Balance of State Continuum of Care (BoSCoC).

The following are standing committees identified in the coalition's charter:

- **Case Conferencing/Coordinated Entry/HMIS Committee**
This Committee serves various roles. There are two leads to this committee. The Committee chair and co-chair are responsible for:
 - Receiving the by-name-list from Solari, filtering the BNL according to the PCCEH procedures, and holding the case conferencing meetings.
 - Overseeing the HMIS data and working with the Executive Committee to establish strategic goals.
 - Attending the BoSCoC HMIS Committee meetings.
 - Reviewing the performance of the coordinated entry process and recommends changes.
 - Recruiting coordinated entry sites to ensure geographic coverage across Pinal County.
 - Coordinating discussions of clients in HMIS to identify services and supports.
 - The Lead attends the Executive Committee meeting.
 - Commitment = approx. 26 hours per year
 - Meets every other Thursday at 1:00 p.m. virtually.

- **Membership Committee**
This committee is responsible for:
 - Inviting, recruiting, and encouraging participation in PCCEH.
 - Identifying gaps in membership and participation in PCCEH.
 - Coordinating the annual membership renewal process.
 - Maintaining attendance records.
 - Assisting in the election process.
 - Identifying opportunities for volunteerism.
 - The Lead attends the Executive Committee meeting.
 - Commitment = approx. 12 hours per year
 - No established meeting time has been set.

- Point in Time Count Committee

This committee is responsible for

- Recruiting and training volunteers.
- Identifying and coordinating local leads.
- Attending BoSCoC PIT Committee meetings.
- Distributing survey materials.
- Collecting and reviewing completed surveys.
- Submitting surveys to the BoSCoC.
- The Lead attends the Executive Committee meeting and state meetings.
- Commitment = approx. 60 hours per year
- This committee meets between October and February of each year.

- Outreach Committee

This committee is responsible for:

- Identifying, contacting, and coordinating services for the unhoused.
- Coordinating outreach teams within local agencies.
- Assessing unhoused persons, offering resources, and entering them in HMIS.
- Attending the Case Conferencing/Coordinated Entry/HMIS Committee meetings
- Commitment = approx. 12 hours per year
- No established meeting time has been set.

- Justice, Equity, Diversity, and Inclusion Committee

This committee is responsible for:

- Assessing data to ensure equity in services being provided through the coordinated entry process.
- Coordinating training opportunities.
- Working with the Executive Committee to identify strategic goals.
- The Lead attends the Executive Committee meeting.
- Commitment = approx. 12 hours per year
- Meets the first Wednesday every other month at 2:00 p.m. virtually.

- Executive Committee

This committee is made up of the chairperson, vice-chairperson, committee leads, lead agency representation, and other coalition members as appointed by chairperson. This committee is responsible for:

- Overseeing the BoSCoC contract.
- Discussing the coalitions performance.
- Making recommendations for the budget, trainings, and meeting topics.
- Updating the Governance Charter and Procedures each year.
- Ensuring compliance with BoSCoC Policies and Procedures
- Commitment = approx. 12 hours per year.
- This committee meets the 1st Tuesday of the month at 12:00 p.m. virtually.



- Chair and Vice Chair

The chair and vice chair are responsible for:

- Creating an agenda and holding the Executive committee and coalition meetings.
- Directing and supporting the lead agency in daily work.
- Establishing a strategic plan and goals each year.
- The following is an estimate of the time commitment for the positions:
 - Executive Committee meeting (monthly) – 1 hour X 12 = 12 hours
 - Coalition meeting (bi-monthly) – 2 hours X 6 = 12 hours
 - LCEH Leads meeting (quarterly) – 2 hours X 4 = 8 hours
 - Agenda and minutes preparation – 18 meetings X 1 hour = 18 hours
 - Total hours = 50 hours

The following are sub committees or task forces that meet to address a specific item or meet for a short period of time as identified by the Executive Committee. Each committee is requested to report to the Executive Committee and the entire coalition on their work. This will happen during the regularly scheduled meetings.

- Strategic Plan Committee – this subcommittee has recently transitioned to the responsibility of the Executive Committee.
- Reentry Roundtable Task Force – this task force is managed by the Casa Grande Alliance and is supported by the Executive Committee. This task force is responsible for:
 - Overseeing the overall planning of the event including hosting regular meetings.
 - Establishing a budget and providing that information to the Executive Committee.
 - Identifying funding sources and serve as the fiscal agent when a non-profit is required.
 - Collecting sponsorships for the event t-shirt.
 - Creating marketing and print materials.
 - Conducting a post-event assessment.
 - Conducting and reviewing an event survey.
 - Coordinating the catering of the event.
 - Identifying and coordinating the event location.
 - Identifying and coordinating panelists, presenters, and other speakers.
 - Coordinate the registration process.



The following are standing committees members of the Executive Committee must attend at the Balance of State Continuum of Care. Members who attend these meetings shall notify grants@pinal.gov of their attendance and a summary of the meeting for reporting purposes.

- Governance Advisory Board – attendee(s) are only member(s) of the PCCEH that have been elected to this position.
- LEADS Committee – attendees are all PCCEH members in a leadership capacity as identified by the Executive Committee. This meeting is generally held quarterly and is not on a set schedule. Time commitment is approx. 16 hours per year.
- HMIS Committee – attendees are the two leads for the PCCEH Case Conferencing/ Coordinated Entry/ HMIS Committee. Time commitment is approx. 16 hours per year.
- PIT Committee – the PCCEH PIT Committee lead must attend this meeting. Pinal County may serve as an alternate. Time commitment is approx. 10 hours per year.