

# **Passaic County Interagency Council on Homeless (PCICH) Governance Charter**

## **ARTICLE I – ORGANIZATION AND AUTHORITY**

**Section 1.** Name: The name of this Continuum of Care organization will be the Passaic County Interagency Council on Homelessness, hereinafter referred to as the PCICH.

**Section 2.** Service Area: The PCICH will provide services to the County of Passaic.

**Section 3.** Address: The principal office of the PCICH will be the office of the Passaic County Department of Human Services, located at 401 Grand Street, Paterson, New Jersey, 07505, unless changed by the PCICH.

**Section 4.** Description: The PCICH is a voluntary association that provides information, services and advocacy for and on behalf of Passaic County's homeless population.

**Section 5:** The PCICH will act as the CoC and CEAS for Passaic County and will be responsible for the Passaic County Homeless Trust Fund.

## **ARTICLE II – PURPOSE**

**Section 1.** Mission: PCICH works to ensure that people who experience homelessness or are at imminent risk of homelessness will have access to community and system resources to resolve their immediate housing crisis and facilitate their transition from homelessness to stability in permanent housing as rapidly as possible.

**Section 2.** Purposes: The purpose of the PCICH is:

- To develop and implement a coordinated community-based strategy for preventing homelessness when possible, rapidly rehousing those who become homeless, and ultimately end homelessness in Passaic County through the provision of adequate permanent supportive housing, stabilization of at-risk households, education and economic opportunities to promote self-sufficiency and other mainstream and social services.
- To coordinate Passaic County's resources to effectively identify and address the needs of the County's homeless population.
- To create and maintain systemic approaches to ending homelessness through collaboration with community and government organizations.
- To create and use data and performance measurement tools to evaluate and improve the County's response to homelessness.
- To coordinate and report on all Point In Time and Project Homeless Connect activities for Passaic County.
- To distribute and oversee the Passaic County Homeless Trust Fund as directed by state regulation and county resolution (site again)
- To develop and monitor progress a 10-year plan to end homelessness for Passaic County.

## **ARTICLE III – PARTICIPATION**

**Section 1. Open Participation:** Meetings are open to the general public. Interested persons may attend and participate in discussion. Anyone who attends any meeting will be considered a “Participant,” but will not have voting rights. Participants may submit a written request for PCICH membership after attending at least three (3) consecutive PCICH meetings. The Chair and Vice Chair of the PCICH will confirm membership. Membership confirmation does not require a vote by the PCICH.

**Section 2. Membership:** Members of the PCICH represent and may include service providers, local businesses and developers, faith-based organizations, homeless or formerly homeless persons, nonprofit organizations, representatives from public agencies, and interested individuals.

**Section 3. Meetings:** The PCICH will meet at least six times annually; all meeting dates will be announced to all Passaic County homeless providers, and posted on the County’s website, and at other sites as determined by the PCICH. Special meetings of the members may be called by the PCICH Chairperson or a majority of the PCICH members with as much notice as reasonable.

**Section 4. Attendance:** Attendance will be recorded at each PCICH, Committee meeting and work groups. Members of the PCICH are expected to be present and active participants in PCICH and Committee meetings.

- **Continuum of Care Grantees:** All PCICH grantees are required to participate (or in the case of an agency have at least one representative participating) on a working Committee and attend at least five (5) of the six (6) meetings prior to submitting an application for new or renewal funding through the Continuum of Care, or other funding through the PCICH.
- **Other Members:** All other PCICH members are required to attend at least one half (1/2) of all meetings in a calendar year.

**Section 5. Representation and Voting:**

- **Associations:** Each association (e.g. social service provider, business, faith-based organization, public agency, etc.) that has attended at least one half (1/2) of the six (6) meetings prior to a vote and has participated regularly in the business of the PCICH is entitled to one (1) vote.
- **Individuals:** Individuals who join, who are not connected with and have not been connected with any agency or association otherwise represented at the PCICH within the past year, have attended at least one half (1/2) of the six (6) meetings prior to a vote and have participated regularly in the business of the PCICH are entitled to one (1) vote.
- In addition to attendance requirements, all associations and individuals must be an active participant in at least one PCICH subcommittee or workgroup in order to obtain voting rights.
- All voting members can identify a designee to place a vote for them if they are unable to attend a meeting. All designee’s must be submitted to the PCICH Chair prior to the meeting at which the designee will appear.

**Section 6. Minutes:** Minutes must be kept of all PCICH full membership, Committee meetings and

Workgroups/Advisory Committees. The minutes will be distributed to the entire PCICH following each meeting for comments and corrections. The minutes must be approved at the following meeting and the full membership minutes will be posted on the County’s website. Minutes will reflect attendance records for the calendar year and will indicate subcommittee assignment.

**Section 7. Conflict of Interest:** Individuals participating in or influencing PCICH decision making must disclose any actual or perceived conflict of interest in writing. Any member with a conflict will abstain from voting on a matter for which he/she or his/her member organization has a financial or other vested interest. If the PCICH Chair or a Committee chair has a conflict, that individual will designate a temporary chair for the discussion or that particular agenda item.

It is expressly understood that membership in the PCICH or on its Executive Board will not prevent an agency or organization seeking funds under the purview of PCICH from doing so. Notwithstanding this, no board member may participate or influence discussions or decisions concerning the award of a grant or other financial benefits for an organization that the member represents.

### **ARTICLE IV – EXECUTIVE BOARD**

**Section 1. Collaborative Applicant:** For the purposes of relating to HUD, the Passaic County Department of Human Services will serve as the Collaborative Applicant and Lead Administrative Agency of the PCICH Continuum of Care.

**Section 2. Executive Board:** The Executive Board of the PCICH will govern, oversee, and manage the PCICH and each of its activities. The purpose of the Executive Board is to provide leadership, policy direction, and strategic planning for the full PCICH body.

**Section 3. Members of the Executive Board:** The Executive Board will be made up of not less than (7) and not more than fifteen (15) participants. Members may represent more than one category but not more than two categories. The PCICH will make a concerted effort to include on the Executive Board, representatives from the following eligible categories, not exceeding the designated number of representatives per category:

Category 1: County Representative– Passaic County Department of Human Services  
(1 representative)

Category 2: One representative from each of the three municipalities with the largest homeless population: (3 representatives)

Category 3: Community Advocates  
(3 Homeless or Formerly Homeless representatives)

Category 4: Community Stakeholders  
(8 representatives with 2 non-profits minimum)

- Education (Student Homeless Liaison or a representative from the McKinney Vento Program)
- Health Services
- Law Enforcement/Legal Services
- Veterans Services

- Nonprofit Homeless Providers
- The agency responsible for the single point of entry

#### Subpopulation Representatives

Could include nonprofit agencies or units of government working specifically with the following groups:

- Veterans
- Youth
- Domestic Violence Victims
- Public Housing Authority
- Workforce Investment Board
- Funders/Foundations
  - Funding Government Entities throughout Passaic County
  - Local Businesses
  - Local Foundations

**Section 4. Term of Office:** Members of the Executive Board will be appointed for two (2) year staggered terms beginning on January 1st and ending on December 31st. Elections will be held annually for half of the executive board positions.

**Section 5. Officers:** The PCICH Collaborative Applicant will serve as Chair of the Executive Board and there will be two co-chairs voted in by the Executive Board.

**Section 6. Executive Board Membership:** The Nominations Committee must make recommendations for members to be on the Executive Board. The Nominations Committee must seek recommendations for qualified candidates from the PCICH. The PCICH full membership will have the final vote on members of the PCICH Executive Board at the November meeting. *Selection of candidates must be sent to the Freeholders for approval. If the candidate is not approved by the Freeholders, that candidate will not be appointed, and special elections will be held to fill the vacant position.* All Members of the Executive Board must agree to uphold the mission of the PCICH, as defined by Article II of these bylaws.

**Section 7. Executive Board Meetings:** The Executive Board will meet as often as deemed necessary, but no fewer than four times per calendar year. Notice of meetings and any applicable documents will be provided to all members of the Executive Board at least five (5) days in advance of a meeting.

**Section 8. Duties of the Executive Board:** The responsibilities of the Executive Board will include, but not be limited to:

- Attend at least 75% of all meetings of the Executive Board
- Attend an annual PCICH meeting to be determined by the PCICH Chair
- Review and comment on local legislation affecting homelessness
- Monitor the implementation of Passaic County’s Ten-Year Plan to End Homelessness (the “Ten Year Plan”)
- Revise and update the Ten-Year Plan upon recommendation from the PCICH
- Gather and report community input on homelessness
- Set program performance standards and monitoring policies for projects receiving

HUD funding through the PCICH

- Establish policies for prioritizing projects to be funded by the PCICH
- Review and approve referrals from the Performance and Evaluation Committee for ongoing programs and new projects
- Review appeals

The Executive Board may be responsible for other duties that may arise from time to time.

**Section 9. Quorum and Voting:** A majority of members of the Executive Board will constitute a quorum. Members' participation via conference calls, can be counted for a quorum. Although the Executive Board will strive to achieve consensus, the affirmative vote of a majority of its membership will be required for the approval of any matter.

Members, or their identified designee, must be present to vote either in person or via conference call, and will be entitled to one (1) vote per entity. All designees must be submitted to the Chair of the Executive Board prior to the meeting at which the designee will appear.

A special vote may be taken electronically and recorded at the discretion of the Chair of the Executive Board. Transcripts of the special vote will be reported on at the next meeting.

**Section 10: Removal:** Any board member who misses three (3) consecutive meetings or does not attend at least 75% of the Executive Committee meetings within a year will be removed from office.

## **ARTICLE V – PCICH OFFICERS**

**Section 1. Chair and Vice Chair:**

- Chair: The PCICH Collaborative Applicant will serve as Chair.
- Vice chairs: Two Vice Chairs will be elected by the Executive Board to represent the members.

**Section 2. Duties of the PCICH Officers:** The Chair and Vice Chair of the PCICH will:

- Preside at all PCICH meetings
- Serve as Chair and Vice Chair of the Executive Board and attend all meetings of the Executive Board
- Serve as members of each of the other Committees
- Provide reports to the entire PCICH as needed
- Call special meetings of the PCICH as needed
- Publicly represent the PCICH
- Oversee and coordinate the HUD Continuum of Care grant application process.
- Draft letters of support on behalf of PCICH members
- Perform any other duties as determined by the PCICH

## **ARTICLE VI – PCICH COMMITTEES**

**Section 1. Planning Committees:** The PCICH will establish and convene Committees to address specific aspects of the PCICH planning process. These Committees may be formed and disbanded as needed by a vote of the PCICH. Each Committee will designate a Chair. Assessments regarding the need for a particular Committee, appointments and chair designations will all be made at a minimum annually. Committees will meet as needed, will keep the PCICH informed of their progress and will provide findings and recommendations to the entire PCICH and to the Executive Board.

Committees may include, but will not be limited to:

- **Performance and Evaluation:** The Performance and Evaluation Committee is responsible for monitoring, evaluating, and prioritizing projects applying for funding through the PCICH pursuant to the performance standards and policies established by the Executive Board. This Committee may make funding decisions based on HUD and local priorities. This Committee will also be responsible for Passaic County's Homeless Management Information System (HMIS), including its implementation, the ongoing assessment of data collected and reporting of the use and quality of HMIS, in order to evaluate whether the PCICH's programs are effectively and efficiently meeting the needs of the community and producing the desired outcome of ending homelessness.

The Performance and Evaluation Committee will be appointed annually to serve for the duration of the CoC Program funding cycle and will include input from the HMIS lead for the PCICH.

\*PCICH grantees cannot join this Committee.

- **Homelessness Trust Fund:** This Committee is responsible for overseeing the County's Homelessness Trust Fund, and for making recommendations to the Executive Committee about a process for annually distributing funds to meet the needs of the County's homeless citizens.
- **Permanent Housing:** The Permanent Housing Committee is responsible for designating and implementing a strategic plan to reduce and end homelessness through the provision of permanent, subsidized and other affordable housing for homeless individuals and those at risk of becoming homeless. The Permanent Housing Committee will coordinate with local housing providers to review the County's need for emergency, transitional and permanent housing and to develop a systematic plan for meeting those needs. This Committee is also responsible for reviewing the Ten-Year Plan and evaluating progress towards meeting the County's goals related to the provision of permanent housing as a means of reducing and ending homelessness.
- **Mainstream Resources and Access to Services:** The Mainstream Resources and Access to Services Committee is responsible for developing a systemic approach for helping homeless individuals and families access services and enroll in mainstream benefits. This Committee will review existing services in the County, identify gaps in services to homeless individuals and families currently in the system, and those not currently in the system who are in need or will be in need of services. This Committee is also responsible for reviewing the Ten-Year Plan and evaluating progress toward meeting goals related to Mainstream Resources and Access to Services.

- **Discharge Planning:** The Discharge Planning Committee is responsible for coordinating with other community organizations that work with homeless individuals and families to assist in the discharge planning. This Committee will also evaluate discharge policies and develop a Countrywide discharge policy. This Committee is also responsible for reviewing the Ten-Year Plan and evaluating progress toward meeting goals related to discharge planning.
- **Education and Youth:** The Education and Youth Committee is responsible for coordinating with local school districts and other organizations providing services for homeless youth in order to review existing services for homeless youth, assess needs, identify gaps, and develop a coordinated, communitywide plan to improve outcomes for children and youth. This Committee is also responsible for reviewing the Ten-Year Plan and evaluating progress toward meeting the County's goals for the provision of services to homeless children and youth.
- **Coordinated Entry/Case Conferencing:** The Coordinated Entry Committee is responsible for creating and maintaining coordinated assessment system that assists the homeless in Passaic County to access services, specifically related to permanent housing and to ensure that those households with the highest needs and longest lengths of homelessness were being prioritized for appropriate permanent housing opportunities in the community. The committee will also prioritize the most vulnerable using the housing prioritization tool. This committee will also identify housing opportunities and services for the most vulnerable and hardest to serve clients through case conferencing. This Committee is also responsible for reviewing the Ten-Year Plan and evaluating progress toward meeting goals related to coordinated entry.
- **Veterans:** The Veterans Committee is responsible for creating and maintaining coordinated assessment system that assists the homeless Veterans in Passaic County to access services, specifically related to permanent housing and to ensure that those households with the highest needs and longest lengths of homelessness were being prioritized for appropriate permanent housing opportunities in the community. This committee will also identify opportunities for the most vulnerable and hardest to serve Veteran clients through case conferencing and maintaining a Masterlist. This Committee is also responsible for reviewing the Ten-Year Plan and evaluating progress toward meeting goals related to homeless Veterans.
- **Data:** The Data Committee is responsible for engaging all funded CoC providers and HMIS users in meeting expectations for maintaining accurate and up-to-date program-level data and to provide a forum to discuss HMIS issues or problems. This Committee is also responsible for reviewing the Ten-Year Plan and evaluating progress toward meeting goals related to data entry and HMIS.
- **Consumer Advisory:** An advisory group of persons who are formerly homeless, currently homeless and at risk of becoming homeless to incorporate the voice of homeless individuals and families in the PCICH's work. Members of the Consumer Advisory Group will have the opportunity to participate at meetings as well as to review and comment on new projects prior to review by the Performance and Evaluation Committee.

**Section 2. Workgroups:** The PCICH will establish and convene workgroups to address specific needs or projects of the PCICH. Non-PCICH agencies are permitted to join the workgroup. The workgroup members will designate a PCICH member as chair for any active workgroups. Workgroups will keep the PCICH informed of their progress and will provide findings and recommendations to the PCICH and/or to the Executive Board as needed. Assessments regarding the need for a particular committee, appointments and chair designations will be made annually.

The PCICH's active workgroups may include, but will not be limited to:

- **Point-In-Time Count (PITC)/Project Homeless Connect (PHC) Workgroup:** The PIT/PHC Workgroup is responsible for the successful execution of the annual Point-In-Time count and coordinated Project Homeless Connect event. During the last week of January, the PCICH takes a census of homeless individuals and families living in the community. The results of the PITC are used in the PCICH's planning process, the implementation of the Ten-Year Plan, and to access additional funding for the expansion of affordable housing and services for the homeless population in Passaic County. PHC is a one day, one stop event, held on the same day as the PITC, during which the community offers food, clothing and various services to Passaic County's homeless population.
- **Community Outreach and Participation Workgroup:** The Community Outreach and Participation Workgroup is responsible for engaging the community, promoting community awareness of homeless issues through education and advocacy in order to better coordinate services and programs for the homeless population in Passaic County, and for encouraging service providers to join the PCICH and to attend Committee meetings.
- **Governance Workgroup:** The Governance workgroup will be responsible for reviewing PCICH policies and procedures as necessitated by CoC request or HUD Notice. The Policies and Procedures Committee will review each policy and procedure and provide recommendations to the Executive Board. The Committee will have the authority to design and recommend new policies and procedures as deemed necessary.

**Section 3. Limitation on Workgroup Authority:** All planning workgroups will provide recommendations to the entire PCICH and/or the Executive Board (as indicated below) in writing, prior to the meeting at which the recommendation will be discussed.

- **Executive Board Approval:** The Executive Board must approve all recommendations of the Performance and Evaluation Committee before the consolidated application can be submitted to HUD on behalf of the PCICH Continuum of Care, as well as any other recommendations requiring funding through the PCICH. The Executive Board will also have the final approval of all final planning, performance and policy documents, as well as any amendments or updates to the Ten-Year Plan.
- **PCICH Approval:** All recommendations of the workgroups will be provided to the



Executive Board for review except for recommendations of the Performance and Evaluation Committee, which will be submitted to and approved by the Executive Board directly. These recommendations will then be brought to the PCICH members for discussion before any action may be taken and before recommendations are for final approval.

#### **ARTICLE VII – APPEALS**

Appeals should be directed to the Chair of the Executive Board:

Anyone appealing an action of PCICH must submit in writing to the Chair the request within fifteen (15) days of the decision they are appealing.

The Executive Board will establish a three-person Appeals Committee comprised of two members of the board and one independent member. The independent member will be selected at the annual organization meetings.

The Appeals Committee will review the appeal and issue a written response within thirty (30) days of receipt of the appeal.

#### **ARTICLE VIII – ADOPTION AND AMENDMENTS**

These bylaws may be amended at regular or special meetings of the PCICH by a majority vote of the members present and voting. Amendments must be in written form and distributed to members of the PCICH at least two weeks prior to presentation and vote. Review of the By-Laws will occur on at least an annual basis and will be reflected in PCICH minutes.