



Our Path Home

BOISE CITY/ADA COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

Updated: November 2021

TABLE OF CONTENTS

PURPOSE OF OUR PATH HOME.....	4
PURPOSE OF THE CHARTER.....	4
STRUCTURE.....	5
EXECUTIVE COMMITTEE.....	6
MEMBERSHIP	6
COMMITTEE MEMBER SELECTION PROCESS	7
AUTHORITY AND RESPONSIBILITIES	7
OFFICERS	7
CHAIR.....	8
VICE CHAIR.....	8
SECRETARY	8
TREASURER.....	8
MEETING SCHEDULE, ATTENDANCE, AND VOTING	8
LEAD PUBLIC AGENCY.....	8
RESPONSIBILITIES	9
LEAD HMIS AGENCY	9
RESPONSIBILITIES	9
ENGAGE COMMITTEE.....	10
MEMBERSHIP	10
RESPONSIBILITIES	10
LIVED EXPERTS SUB-COMMITTEE	10
POINT-IN-TIME SUB-COMMITTEE	10
CONNECT COMMITTEE.....	10
MEMBERSHIP	11
RESPONSIBILITIES	11
HMIS USER SUB-COMMITTEE.....	11
STREET OUTREACH SUB-COMMITTEE.....	11
CONNECT CASE CONFERENCING WORKGROUP	11
HOUSING CRISIS HOTLINE WORKGROUP	12
HOUSE COMMITTEE	12
MEMBERSHIP	13
RESPONSIBILITIES	13
SUPPORTIVE HOUSING SUB-COMMITTEE.....	13
PREVENTION SUB-COMMITTEE.....	13
FUND COMMITTEE	13

MEMBERSHIP	13
RESPONSIBILITIES	13
SCORE AND RANK SUB-COMMITTEE.....	13
AD-HOC COMMITTEES	14
OUR PATH HOME MEMBERSHIP	14
RESPONSIBILITIES FOR MEMBER ORGANIZATIONS IN GOOD STANDING	14
CODE OF CONDUCT	14
CONFLICT OF INTEREST	14

PURPOSE OF OUR PATH HOME

Our Path Home is the public-private partnership working to end homelessness in Ada County. The partnership operates from the service model and philosophy that permanent housing is the solution to homelessness and are committed to a collaborative, trauma informed, equitable, and Housing First approach to ending homelessness. The purpose of Our Path Home, also known as the Boise City/Ada County Continuum of Care (CoC), is to manage a collaborative, community approach to ending homelessness and, when homelessness does occur, ensure the experience is rare, brief, and only happens one time. Our Path Home's geographic reach encompasses Ada County and all municipalities within Ada County. Our Path Home plans for and seeks to provide a system of outreach, engagement, and assessment; prevention and diversion; emergency shelter; rapid re-housing; and permanent supportive housing for those most in need.

The McKinney-Vento Homeless Assistance Act, as amended by The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, consolidates three of the separate homeless assistance programs administered by the U.S. Department of Housing and Urban Development (HUD) under the McKinney-Vento Homeless Assistance Act into a single grant program; the Continuum of Care (CoC) Program.

Our Path Home plans for the highest and best use of CoC Program funds awarded annually through a competitive grant application process and is guided by the rules and regulations outlined in 24 CFR Part 578 - Continuum of Care Program. Additionally, Our Path Home considers other sources of funding in its planning process, including Emergency Solutions Grant (ESG), Community Development Block Grant (CDBG), and other funds secured from local governments or the philanthropic community.

Our Path Home is committed to ensuring the homeless services system in Ada County is equitable and inclusive for all community members, regardless of race, color, religion, sex, national identity, or gender identity.

As a response system designed to serve some of our community's most vulnerable residents, it is the responsibility of our partnership to contribute to dismantling systemic racism and actively be anti-racist. We support solving homelessness by offering a solution that addresses its root cause: housing and housing opportunity. Yes, the stories, situations and circumstances of each person experiencing homelessness are complex and intersectional, but our partnership commits to ensuring that the housing opportunities afforded by Our Path Home to our community members experiencing homelessness are equitable.

We know housing is the solution to homelessness and yet, Black, Indigenous, People of Color (BIPOC) lack the same housing opportunities as their white counterparts. Although Black individuals only make up 1.3% of the population in Ada County, Black Ada County residents make up 14.1% of our community members currently experiencing homelessness - an indicator of the complexity and intersectionality of not one household's story but of systemic racism. A similar pattern follows for Hispanics and Native Americans.

Our Path Home envisions an Ada County where in which we have the capacity to prevent homelessness as often as possible and, if it does occur, ensure the experience is rare, brief, and one-time, including for our BIPOC community members.

PURPOSE OF THE CHARTER

Because Our Path Home partner agencies receive CoC Program funds, HUD has charged communities with fulfilling certain responsibilities. This charter provides the framework within which Our Path Home is governed and outlines roles and responsibilities. Our Path Home updates the charter annually to ensure that it reflects the current regulations and the evolving needs of Our Path Home. To that end,

this charter:

- Delineates the structure of Our Path Home, including the membership, roles, and responsibilities of Our Path Home-chartered committees.
- Defines Our Path Home general membership and outlines Our Path Home's expectations of those members.
- Establishes the code of conduct and conflict of interest; and
- Includes the Homeless Management Information System (HMIS) Governance Charter.

STRUCTURE

Our Path Home is governed by an Executive Committee, the decision-making authority of the partnership, that is responsible for ensuring Our Path Home meets federal standards and local needs. The Executive Committee is supported in its work as the delegated authority by the lead agencies, the collaborative applicant, standing committees (and their sub-committees, advisory committees, and work groups), ad hoc committees, affiliate groups, and general members.

The Our Path Home Executive Committee currently has a designated lead public agency and a designated lead HMIS agency. The Executive Committee is supported in its work by four (4) standing committees charged with the roles & responsibilities outlined in this charter. Executive Committee and standing committee meeting agendas and minutes will be retained electronically for a period of five (5) years.

Standing committees can form sub-committees or work groups as the committee deems necessary to fulfill their duties. No standing committee, sub-committee, or work group has the authority to act on behalf of the Executive Committee beyond performing the duties of each committee outlined in this charter. Standing committee members are appointed by the Executive Committee. Members of any sub-committees are appointed by the committee which they serve. Work groups are volunteer-based and participation is open to general members. Sub-committees and work groups report their progress and recommendations to the standing committee they serve.

Our Path Home convenes a meeting of general members at least twice a year which are open to the public. Member organizations generally include local governments, state agencies, nonprofit homeless assistance providers, victim service providers, housing developers, social service providers, hospitals, behavioral health agencies, faith-based organizations, advocates, universities, public housing agencies, law enforcement, and school districts. Individually registered members generally include persons formerly or currently experiencing homelessness and others with a vested interest in preventing and ending homelessness.



Our Path Home

EXECUTIVE COMMITTEE

LEAD PUBLIC AGENCY:
CITY OF BOISE

LEAD HMIS AGENCY:
INSTITUTE FOR COMMUNITY ALLIANCES

ENGAGE

POINT-IN-TIME
LIVED EXPERTS

CONNECT

HMIS USERS
STREET OUTREACH
CONNECT CASE
CONFEREING
HOUSING CRISIS
HOTLINE

HOUSE

SUPPORTIVE HOUSING
PREVENTION

FUND

SCORE & RANK

STANDING COMMITTEES

SUB-COMMITTEES, WORKGROUPS

EXECUTIVE COMMITTEE

The Executive Committee is the designated decision-making authority of Our Path Home. As such, the Executive Committee manages the affairs of Our Path Home and is responsible for ensuring that Our Path Home meets the standards set forth in 24 CFR Part 578. Each lead agency (public and HMIS) serves and reports to the Executive Committee.

MEMBERSHIP

The Executive Committee will have no less than five (5) and no more than sixteen (16) voting members. Members of the Executive Committee must be active within the Our Path Home partnership and committed to a collaborative, trauma-informed, equitable, and Housing First approach to ending homelessness.

Representatives from the following groups will constitute voting members of the Executive Committee. Member representatives receive no compensation for their duties and must have the fiscal and program authority of the organization they represent:

- Behavioral Health Services
- CoC- or ESG-funded Provider Network
- Local Government
- Collaborative Applicant
- Domestic Violence Advocate
- Emergency Shelter System
- Federal Entitlement Jurisdiction, including CDBG and ESG
- Public Housing Authority
- Housing Developer or Owner
- Street Outreach
- Lived Experience
- School District
- Veterans' Affairs

- Others deemed necessary or required by HUD

Additionally, the Executive Committee has a minimum of three (3) non-voting advisory seats that serve in the following roles:

- Our Path Home Manager
- Coordinated Entry Program Director
- HMIS System Administrator

Members serve without term limits and can continue to serve in their specified role given the entity they represent (and their authority to represent that entity) does not change. Any voting member may resign at any given time by giving written notice to the Our Path Home Administrator.

COMMITTEE MEMBER SELECTION PROCESS

As vacancies among voting members of the Executive Committee occur, the Our Path Home Manager will call for nominations from the general members via email to the Our Path Home listserv. The call for nominations will include any specific vacancies to ensure the groups listed above retain representation on the committee.

General members will have a period of two (2) weeks to submit nominations via email to the Our Path Home Manager; any nominations should include a letter of interest from the nominee. After the 2-week period closes, the Our Path Home Manager will submit the nominations to the Executive Committee for review. The Executive Committee reserves the right to review the nominations (such as requesting resumes or conducting interviews with the nominees) as part of its process to fill the vacated role and vote in a new member. Such a vote will occur at the Executive Committee's next regularly scheduled monthly meeting, provided the committee feels it has had adequate time to review the nominations; otherwise, the vote will be delayed an additional month to make time for such a review.

AUTHORITY AND RESPONSIBILITIES

- Provide overall direction and establish priorities and goals
- Ensure Our Path Home complies with HUD requirements
- Designate a Lead Public Agency that will serve as the collaborative applicant
- Designate the Lead HMIS Agency
- Review and evaluate major partnership projects for Our Path Home alignment with best practices and approval for formal Our Path Home endorsement and/or support
- Guide resource allocation and strategic planning efforts
- Review and approve System Performance Measures
- Establish and maintain a Coordinated Entry System (Our Path Home CONNECT)
- Receive and review reports and recommendations from the standing and advisory committees
- Review and approve a Governance Charter annually
 - Approve the Our Path Home membership policy
 - Approve the Code of Conflict and Conflict of Interest policies
- Review and approve the Consolidated Application and Priority Listing
- Review and approve the methodology for the annual Point-In-Time Count
- Convene regular meetings of the general membership (at least twice annually)
- Authorize standing committees, advisory committees, and ad hoc committees as necessary to implement the strategic plan
- Appoint standing committee membership, occurring as needed
- Develop and implement an emergency transfer plan for services that recipients of the CoC must follow in accordance with 24 CFR 578.99(j)(8) and 24 CFR 5.2005(e)

OFFICERS

The Executive Committee has a Chair, Vice-Chair, Secretary, and Treasurer appointed by the Executive

Committee members. The Chair and Vice Chair traditionally serve two-year terms with a two-consecutive term limit unless the Executive Committee members vote to retain either position for additional terms. The positions of Chair and Vice-Chair will be elected by a two-thirds majority vote of the Executive Committee members. The Secretary and Treasurer are appointed by the Chair and serve without term limits.

CHAIR

- Preside over Executive Committee meetings
- Represent Our Path Home at various events, community meetings, and in the media as appropriate
- Provide updates at regular meetings of the general membership
- Work closely with the Our Path Home Administrator to coordinate activities
- *Must be a member of the Executive Committee*

VICE CHAIR

- Assume the Chair's duties if the Chair is otherwise unavailable or needs assistance
- Serve on at least one standing committee
- *Must be a member of the Executive Committee*

SECRETARY

- Take minutes at the Our Path Home Executive Committee meetings and regular general membership meetings, recording all votes taken and attendance
- Manage public posting and record keeping requirements for the Executive Committee, including agendas and minutes
- Maintain list of Our Path Home members, including contact information and leadership positions
- Designate another person to take minutes when they cannot be present at meetings
- *Not required to be member of the Executive Committee*

TREASURER

- Attend Our Path Home Executive Committee meetings as needed
- Track and report on status of funding sources and activities that are within the scope of the Our Path Home Executive Committee
- Serve on the FUND Committee and the Score and Rank Sub-Committee
- *Not required to be member of the Executive Committee*

MEETING SCHEDULE, ATTENDANCE, AND VOTING

The Executive Committee generally meets monthly (but no less than quarterly) on the second Monday of each month from 9:30-11:00am. The Secretary will publish a meeting agenda on Our Path Home's website no less than three (3) days prior to the meeting. Meeting minutes will be taken by the Secretary, who will distribute them to Executive Committee members for their review and approval at the subsequent meeting. Meetings are open to the public and non-members can attend. Executive Committee meeting agendas and minutes will be posted on Our Path Home's website.

Executive Committee members must notify the Secretary if they are unable to attend and participate in a regularly scheduled meeting. Members who miss more than three regular meetings in a calendar year and whose absences are unexcused will be eligible for removal from the committee.

A quorum represents one-half of the committee members plus one. Issues brought to a vote require a simple majority to pass. Voting may occur by phone and through email when necessary.

LEAD PUBLIC AGENCY

The designated Lead Public Agency for Our Path Home is the City of Boise. Responsibilities of the Lead Public Agency include administrative, planning, monitoring, reporting, and systems coordination. As

the Lead Public Agency, the City also serves as the Collaborative Applicant for CoC Program funds each year.

The City is uniquely well-positioned to serve as the Lead Public Agency because of its stewardship and commitment to housing our community's most vulnerable neighbors, and because of the City's ability and charge to leverage resources that supplement and enhance CoC Program funds, including other federal and non-federal sources.

RESPONSIBILITIES

- Serve as the Collaborative Applicant, as designated by the Executive Committee, on behalf of Our Path Home
- Draft and submit the application for CoC Program funds, including planning funds, if available
- Contract for and coordinate with an HMIS Lead and HMIS vendor
- Ensure implementation of Our Path Home strategies and goals
- Ensure Our Path Home operates a coordinated entry system that addresses the unique needs of all persons experiencing homelessness
- Evaluate system and project performance and outcomes
- Recruit and invite new members to join Our Path Home at least annually to ensure diverse and comprehensive participation in the partnership
- Perform administrative duties to include but not limited to:
 - Maintaining a full-time Our Path Home Administrator (who also serves as the CoC Program Manager) and provide program monitoring support
 - Staffing and facilitating standing committee and sub-committee meetings and, where practicable, any advisory committees and work groups
 - Reviewing all contracts, agreements and MOUs entered on behalf of Our Path Home
 - Conducting gaps and needs analyses to inform resource allocation and strategic planning efforts
 - Distributing official Our Path Home communications
 - Developing and maintaining Written Standards for CoC-funded projects
 - Supporting an annual Point-in-Time Count
- Align and coordinate with other homeless assistance funds to include:
 - Participating and assisting in the allocation of ESG funds to Our Path Home
 - Providing relevant, timely information to the Consolidated Plan jurisdictions
 - Meeting and submitting HUD reporting requirements
 - Researching strategic funding opportunities and leveraging funds

LEAD HMIS AGENCY

The Institute for Community Alliances (ICA) is Our Path Home's Lead HMIS Agency designated by the Executive Committee. Details on this agency's role is in the HMIS Governance Charter, included within this document.

RESPONSIBILITIES

- Obtain and maintain the contract with the selected software vendor
- Ensure and monitor data quality
- Develop, submit, and retain all HUD-required reports
- Obtain and retain all signed Organizational Partnership Agreements, HMIS End Use Agreements, Coordinate Service Agreements, and Interagency Data Sharing Agreements
- Participate in CONNECT Committee and HMIS User Sub-Committee
- Develop and maintain all HMIS operational agreements, policies, and procedures, in collaboration with CONNECT Committee and HMIS User Sub-Committee leadership
- Comply with HUD HMIS Standards and all other applicable laws
- Monitor HMIS user agencies to ensure compliance with HMIS operation agreements, policies, and

procedures

ENGAGE COMMITTEE

The ENGAGE Committee leads community education, strategic communication, and partner involvement efforts for Our Path Home. Their work aims to help the public, partners, and key stakeholders understand the complexity of homelessness in our community and socialize the systems-level work done by Our Path Home to end homelessness. This committee meets monthly, and the meeting schedule and agenda is set by the Committee Chair. The ENGAGE Committee has two sub-committees (Lived Experts, Point-In-Time).

MEMBERSHIP

Members are appointed by the Executive Committee and a Chair is appointed by the committee membership. Members serve one-year terms, without term limits; however, members can be removed if they violate the Code of Conduct or Conflict of Interest or fail to actively participate in committee work, including attending scheduled meetings and completing assigned projects.

RESPONSIBILITIES

- Oversee its sub-committee(s) and work group(s) and report progress to the Executive Committee
- Create Our Path Home messaging, including relevant online content and print material
- Develop an Our Path Home annual outreach plan to engage key constituencies in the work of the partnership and to become members - specifically including organizations and individuals from underserved communities experiencing homelessness (e.g. Black, Latino, Indigenous, persons with disabilities, LGBTQ+ community) and people with lived experience
- Develop an Our Path Home annual education plan that identifies key public events, critical audiences, and media coverage for Our Path Home messaging
- Track and report on metrics of public engagement and educational activities
- Develop the Code of Conduct and Conflict of Interest Policies and prepare for review by the Executive Committee
- Conduct focus groups or surveys with persons experiencing homelessness at least annually

LIVED EXPERTS SUB-COMMITTEE

The Lived Experts Sub-Committee supports the ENGAGE Committee to increase the ability of Our Path Home engagement to empower those most impacted in leadership and decision making. The sub-committee is a cross-section of individuals with lived experience that help develop and refine Our Path Home communication materials and engagement strategies to ensure they center voices of those with lived experience. Meetings are generally held every other month.

POINT-IN-TIME SUB-COMMITTEE

The Point-in-Time Sub-Committee primarily plans for and operationalizes the annual Point-in-Time (PIT) and Housing Inventory Count (HIC). Co-Chaired by the Our Path Home Administrator and a staff person from the HMIS Lead Agency. The sub-committee convenes annually as needed in conjunction with the PIT/HIC planning.

RESPONSIBILITIES

- Recruit and create training actives/events for PIT volunteers
- Set up PIT volunteers for the actual count; identify team captains and train them appropriately
- Prepare survey and observation documents & maps
- Create system for gathering completed survey and observations forms from teams
- Prepare final reports of PIT results, as needed in concert with HMIS Lead

CONNECT COMMITTEE

The CONNECT Committee monitors the implementation and evaluation of Our Path Home CONNECT,

leads planning efforts by quantifying and articulating homeless service needs, governs over HMIS policies and implementation, and develops recommendations to improve the effectiveness of Our Path Home's homelessness system response. The CONNECT Committee has two sub-committees (HMIS User, Street OUTREACH) and two work groups (CONNECT Case Conferencing, Housing Crisis Hotline).

MEMBERSHIP

Members are appointed by the Executive Committee and chaired by the Coordinated Entry Program Director. Members serve one-year terms, without term limits; however, members can be removed if they violate the Code of Conduct or Conflict of Interest or fail to actively participate in committee work, including attending scheduled meetings and completing assigned projects.

RESPONSIBILITIES

- Oversee, implement, and evaluate the Coordinated Entry System including the monitoring or referrals to housing programs
- Make recommendations to the Executive Committee for Coordinated Entry System improvement
- Issue Coordinated Entry System progress reports
- Perform annual Racial Equity Analysis
- Recommend strategies to the Executive Committee to end family homelessness, veteran homelessness, chronic homelessness, and youth homelessness
- Develop and implement member organization trainings, forums, and special events
- Develop membership policies to recommend to the Executive Committee
- Review and approve new membership applications
- Assist the Our Path Home Administrator with the annual gaps analysis
- Oversee and govern HMIS policy decisions and data monitoring:
 - Support the creation of reporting mechanisms and system performance monitoring
 - Review and approve changes to HMIS requirements
 - Approve HMIS user fee schedule and requests for user licenses
 - Develop system and project performance measures

HMIS USER SUB-COMMITTEE

The HMIS User Sub-Committee primarily supports the Data and Performance Committee to increase the utility and understanding of HMIS within the CoC and community at large. The sub-committee is chaired by a staff person from the HMIS Lead Agency and made up of a cross-section of users that use hands-on experience to speak to and influence how HMIS can be improved to assist the community, agencies, and clients served in making data-informed decisions. Any licensed HMIS user may join this sub-committee. Meetings are generally held monthly.

RESPONSIBILITIES

- Develop and recommend changes to the HMIS requirements and policies, including the privacy, security, and data quality plans
- Recommend an HMIS user fee schedule and review requests for user licenses
- Inventory system resources

STREET OUTREACH SUB-COMMITTEE

The Street OUTREACH Sub-Committee primarily works to coordinate efforts among a cross-sector group of agency partners working to connect people experiencing unsheltered homelessness to the supports they need to access emergency shelter, services, and housing. The sub-committee is Chaired by the Our Path Home OUTREACH Director and consists of members from partner agencies. Meetings are generally held monthly.

CONNECT CASE CONFERENCING WORKGROUP

Case Conferencing is a regular, collaborative meeting of representatives from across our Homeless Services Continuum of Care. The purpose is to provide coordinated support to people experiencing

homelessness and to facilitate collaboration between relevant agencies.

The main objectives of case conferencing are to:

- Provide updates on mainstream benefits and program changes to case management partners
- Facilitate housing placement action plans for households that are at the top of the Prioritized Queue for a housing intervention
- Assess and report on operations and efficiency improvements
- Investigate reasons behind any denied referrals
- Announce changes to the CES

Core components of successful case conferencing include:

- Regular meetings attended by representatives from all relevant stakeholders
- Focus on connecting people to resources and coordinating support to address their needs holistically
- A point person acts as an “air traffic controller,” coordinating the work and facilitating the case conference meeting(s)
- Provide updates on status and progress in the housing process for individuals
- Troubleshoot barriers and remove roadblocks
- Provide real time data and feedback loop to improve the overall process and system

Those involved in case conferences will also provide information related to difficulties in finding suitable housing for those searching, the impact non-existent or limited resources have on successfully housing households, and policy-level changes believed to improve the crisis response system developed by Our Path Home to serve Ada County’s most vulnerable residents.

To protect the confidentiality of all clients, any staff attending case conferencing representing an organization must have a signed Interagency Data Sharing Agreement on file and have received proper training and instruction about their own organization’s policies. To protect the confidentiality of survivors of domestic violence, participants will be asked not to divulge information about a household’s domestic violence experiences if they have that knowledge during the meetings. Participants in case conference meetings will be reminded weekly of the importance of confidentiality in addition to any other relevant attendee expectations.

HOUSING CRISIS HOTLINE WORKGROUP

The Housing Crisis Hotline Workgroup works to further increase the utilization and enhance the operations of the Housing Crisis Hotline. The sub-committee is Chaired by the Coordinated Entry Program Director and is made up of individuals that either answer calls or manage referrals from the Housing Crisis Hotline, the workgroup meetings quarterly for data sharing, system operation updates, training, and relationship building.

HOUSE COMMITTEE

The HOUSE Committee spearheads programs that aim to increase the total number of housing units available to Our Path Home and enhance collaboration between housing partner programs. The HOUSE Committee is primarily responsible for the administration of Our Path Home dedicated units and a strategic system level approach to owner/developer relationship management and incentive programs. This committee meets monthly, and the meeting schedule and agenda is set by the Committee Chair. The HOUSE Committee has two sub-committees (Supportive Housing, Prevention).

HOUSE Committee may choose to subsequently establish a HOUSE Case Conferencing Workgroup, an environment in which housing providers can discuss clients who are at risk of being terminated from participating in a program. Such pre-emptive activities will help prevent those at risk of homelessness from experiencing homelessness again.

MEMBERSHIP

Members are appointed by the Executive Committee and a Chair is appointed by the committee membership. Members serve one-year terms, without term limits; however, members can be removed if they violate the Code of Conduct or Conflict of Interest or fail to actively participate in committee work, including attending scheduled meetings and completing assigned projects.

RESPONSIBILITIES

- Oversee its sub-committee(s) and work group(s) and report progress to the Executive Committee
- Increase landlord retention by developing and proposing strategies to engage property developers, owners, and managers

SUPPORTIVE HOUSING SUB-COMMITTEE

The Supportive Housing Sub-Committee is charged with designing and implementing a longer supportive housing plan, with a particular focus on the development of new supportive housing units outlined in the Our Path Home Supportive Housing Pipeline. Meetings are generally held monthly.

PREVENTION SUB-COMMITTEE

The Prevention Sub-Committee works to increase collaboration among homelessness prevention providers to increase a shared understanding of prevention strategy to design and implementation of client-centered, targeted solutions. Meetings are generally held monthly.

FUND COMMITTEE

The FUND Committee spearheads overall funding development and the education of an expanding group of funders. The FUND Committee has one sub-committee (Score and Rank) and appoints work groups on an as needed basis as Our Path Home engages in various funding opportunities.

MEMBERSHIP

Members are appointed by the Executive Committee and is chaired by the Our Path Home Treasurer. Members serve one-year terms, without term limits; however, members can be removed if they violate the Code of Conduct or Conflict of Interest or fail to actively participate in committee work, including attending scheduled meetings and completing assigned projects.

RESPONSIBILITIES

The responsibilities of this committee are further delineated in Our Path Home CONNECT's policies and procedures. However, the committee's broad responsibilities include:

- Oversee its sub-committee(s) and work group(s) and report progress to the Executive Committee
- Assist the Our Path Home Administrator with completion of the Notice of Funding Opportunity (NOFO) and continuous quality improvement plans
- Pursue and develop new funding opportunities, including engaging an expanded group of funders
- Assist the Our Path Home Administrator with using the annual gaps analysis to identify potential costs to end homelessness

SCORE AND RANK SUB-COMMITTEE

The Score and Rank Sub-Committee convenes at least semi-annually to review CoC project applications. The Treasurer of the Executive Committee chairs this committee and works with the Our Path Home Administrator to prepare updated local competition materials annually.

RESPONSIBILITIES

- Work with Our Path Home Administrator and HMIS Lead in the development of the review and ranking tool
- Review and score project applications for CoC Program funds

- Reconcile scores and rank applications
- Submit recommendations to the Executive Committee

AD-HOC COMMITTEES

Our Path Home also, at times, may establish ad-hoc committees that support Our Path Home's interests and goals or direct a standing committee to establish a sub-committee or work group. The Executive Committee may organize an ad-hoc committee to meet the specific needs and priorities of specific populations, to accomplish certain tasks, campaigns, or events, or to support the special interests of Our Path Home. Membership of any ad-hoc committee will be appointed by the Executive Committee.

The Lead Public Agency staffs ad-hoc committee meetings as time and resources allow or at the direction of the Executive Committee. Meeting schedules vary.

OUR PATH HOME MEMBERSHIP

The process to apply for Our Path Home organizational membership is open and publicly accessible year-round. Organizational membership is determined by an application process overseen by the CONNECT Committee ([member organization application](#)). Any individual or stakeholder who is not part of a member organization and is interested in Our Path Home's mission, vision, and goals, and can register with the Our Path Home Administrator ([individual member registration](#)). Individual members will receive Our Path Home updates, including invitations to attend the general membership meetings and will be considered a general member of Our Path Home.

The general membership convenes at least twice annually. The Our Path Home Administrator and the Executive Committee Chair or Vice-Chair facilitate these meetings. These meetings serve as a forum for updates from Our Path Home and as an input opportunity for providers and the public.

RESPONSIBILITIES FOR MEMBER ORGANIZATIONS IN GOOD STANDING

- Attend regular membership meetings
- Participate in the annual Point-in-Time Count
- Participate in high-level planning for Our Path Home and provide feedback to the Executive Committee regarding the overall direction of Our Path Home and strategic plans
- Participate in Our Path Home-sponsored trainings
- Adhere to the Our Path Home Code of Conduct and Conflict of Interest statements contained herein, as applicable
- Increase public awareness about homelessness and advocate for persons experiencing homelessness

CODE OF CONDUCT

Particularly given the scope and importance of the responsibilities entrusted to Our Path Home, members will demonstrate the highest standards of personal integrity, diligence, and honesty and will represent and serve Our Path Home in a professional and ethical manner. Our Path Home's Code of Conduct policy is further outlined in the Code of Conduct form.

CONFLICT OF INTEREST

Executive Committee members must abide by the following rules to avoid conflicts of interest and promote public confidence in the integrity of Our Path Home to conduct official business on behalf of the community to solve homelessness. Failure to adhere to these rules is grounds for removal of Our Path Home duties and membership:

- Executive Committee members may not participate in or influence discussions or decisions concerning the award of a grant or other financial benefit to:
 - Any organization that they or an immediate member of their family represents or has

- represented in the previous year; or
- Any organization from which they or a member of their immediate family derives, or has derived, income or anything of value in the previous year.
- Whenever Executive Committee members or any of their immediate family members have a financial or personal interest in a matter coming before the Executive Committee, they must:
 - Fully disclose the nature of the interest; and
 - Recuse themselves from discussing, lobbying, or voting on the matter.
- Executive Committee members must disclose any actual or appearance of conflict of interest included in the meeting agenda before discussion of the agenda item begins.
- The committee member may participate in the discussion or vote if, following the disclosure of the conflict of interest, a majority of the committee members determine and record by vote that such conflict of interest is insignificant or trivial.
- Meeting minutes must reflect the disclosure and subsequent abstention or determination of insignificance.
- Executive Committee members must sign a Conflict-of-Interest form annually.