



# Our Path Home

## **BOISE CITY/ADA COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER**

---

Updated Draft: May 12, 2025

# TABLE OF CONTENTS

PURPOSE OF THE CHARTER .....	4
GOVERNANCE OVERVIEW .....	4
PARTNERSHIP FRAMEWORK .....	5
STRUCTURE.....	6
EXECUTIVE COMMITTEE.....	7
MEMBERSHIP .....	7
MEMBERS REPRESENTATIVES: .....	7
MEMBER SELECTION PROCESS.....	8
AUTHORITY AND RESPONSIBILITIES .....	9
OFFICERS .....	9
CHAIR.....	10
CHAIR ELECT .....	10
VICE CHAIR.....	10
TREASURER.....	10
SECRETARY .....	10
MEETING SCHEDULE, ATTENDANCE, AND VOTING .....	10
STEERING COMMITTEE.....	11
ENGAGE COMMITTEE.....	11
LIVED EXPERIENCE BOARD (LEB).....	12
YOUTH LEADERSHIP BOARD (YLB).....	12
CONNECT COMMITTEE.....	12
MEMBERSHIP .....	13
RESPONSIBILITIES .....	13
OUTREACH Bi-Weekly WORKGROUP .....	13
POINT-IN-TIME WORKGROUP .....	14
CONNECT CASE CONFERENCING WORKGROUP .....	14
HOUSE COMMITTEE .....	15
MEMBERSHIP .....	16
Members are recruitment by existing committee and Our Path Home staff. Members serve one-year terms, without term limits; however, members can be removed if they violate the Code of Conduct or Conflict of Interest, Partner/Member Agreements, or fail to actively participate in committee work, including attending scheduled meetings and completing assigned projects. ....	16
RESPONSIBILITIES .....	16
PERMANENT SUPPORTIVE HOUSING PIPELINE (PSHP) SUB-COMMITTEE.....	16
PREVENT SUBCOMMITTEE .....	16
FUND COMMITTEE .....	16

MEMBERSHIP .....	16
<p>Members are recruited by exiting committee and Our Path Home staff. Members serve one-year terms, without term limits; however, members can be removed if they violate the Code of Conduct or Conflict of Interest, Partner/Member Agreements, or fail to actively participate in committee work, including attending scheduled meetings and completing assigned projects. ....</p>	
RESPONSIBILITIES .....	17
LEAD PUBLIC AGENCY.....	17
RESPONSIBILITIES .....	17
HMIS LEAD.....	18
RESPONSIBILITIES .....	18
MEMBERSHIP .....	18
PARTNER ORGANIZATIONS MEMBERSHIP.....	19
INDIVIDUAL MEMBERSHIP .....	19
MEMBER AGREEMENTS .....	19
RESPONSIBILITIES FOR MEMBER ORGANIZATIONS IN GOOD STANDING .....	20
ANTI-DISCRIMINATION.....	20
CODE OF CONDUCT .....	20
CONFLICT OF INTEREST .....	21

## PURPOSE OF THE CHARTER

This Governance Charter sets out the partnership framework and decision-making structures of Our Path Home, also referred to as the ID-500 Boise City/Ada County Continuum of Care (CoC)<sup>1</sup> by the U.S. Department of Housing and Urban Development (HUD)<sup>2</sup>. The Governance Charter includes all procedures and policies needed to comply with 24 CFR 578<sup>3</sup> and with Homelessness Management Information System (HMIS) requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board. This Governance Charter will be updated at least annually in collaboration with the Collaborative Applicant and HMIS Lead with approval by the Our Path Home Executive Committee [*last approved: March 2025*].

## GOVERNANCE OVERVIEW

Our Path Home is the public-private partnership working on the community wide commitment to make homelessness an increasingly rare, brief, and singular experience. Our Path Home's geographic reach encompasses Ada County and all municipalities within Ada County. Our Path Home manages the partnership to perform work specified in the HUD, 24 CFR 578, Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act: Continuum of Care Program.

The McKinney-Vento Homeless Assistance Act<sup>4</sup>, as amended by the HEARTH Act of 2009<sup>5</sup>, consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program; the CoC Program. It codifies into law the development of the CoC and the CoC planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater community-wide coordination, decision-making, and leadership.

Our Path Home plans for the highest and best use of CoC Program funds awarded through a competitive grant application process and is guided by the rules and regulations outlined in 24 CFR 578 - CoC Program. Additionally, Our Path Home considers other sources of funding in its planning process, including collaboration with Idaho Housing & Finance Association (IHFA) as the single statewide recipient of the Emergency Solutions Grant (ESG) Program<sup>6</sup> guided by the rules and regulations outlined in 24 CFR 576<sup>7</sup>, Community Development Block Grant (CDBG) (CDBG), and other funds secured from local governments, institutional donors, and the philanthropic community. the philanthropic community.

Our Path Home's purpose and scope, as outlined 578.1, is to quickly re-house individuals and families experiencing homelessness while minimizing the trauma and dislocation caused by homelessness. Our Path Home accomplishes this through the development of a comprehensive homelessness response system that encompasses mainstream resources, delivers effective services that are utilized by people experiencing homelessness, and optimizes self-sufficiency. The homelessness response services are divided between two general buckets:

- Crisis Response Services - Effective utilization of emergency shelter, homeless prevention, coordinated entry with street outreach, healthcare, and other crisis response services.
- Housing Services - Effective utilization of mainstream permanent housing, supportive housing [permanent supportive housing (PSH) and rapid rehousing (RRH)], and/or services for people in permanent housing situations.

---

<sup>1</sup> <https://www.hudexchange.info/grantees/id-500/>

<sup>2</sup> <https://www.hud.gov/>

<sup>3</sup> <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578>

<sup>4</sup> <https://www.sde.idaho.gov/sped/sped-manual/files/chapters/chapter-1-overview/Summary-of-the-McKinney.pdf>

<sup>5</sup> <https://www.hudexchange.info/homelessness-assistance/hearth-act/>

## PARTNERSHIP FRAMEWORK

Our Path Home is committed to ensuring the homelessness response system and housing opportunities offered in Ada County are designed to deliver positive outcomes by framing decisions based in local data, aligning all services with best practices, and implementing evidence-based solutions to scale.

Our approach is producing universally beneficial outcomes for the individuals and families served, in addition to the community at large, by prioritizing the households with the highest service needs first. This focus improves our homelessness response system's ability to provide cost-effective solutions for the community and ensure our system services can meet the needs of all individuals and families seeking support in the CoC's area.

Further, Our Path Home values the lived experiences and expertise of individuals and families who have navigated homelessness, including and especially people with experiences engaging in the services and programs funded by the CoC. To ensure our practices and partnerships are effective for the individuals and families we are charged to serve, Our Path Home's governance structure gives consultation, advising, and voting power on policy decisions to people with lived experience as required in 24 CFR 578.75(g). Further, to the maximum extent possible, we encourage providers to involve individuals and families currently experiencing homelessness in paid or volunteer work at ESG- or CoC-funded facilities, in providing services under ESG- or CoC- funded projects, and in providing services for occupants of ESG- or CoC-funded facilities (576.405 and 578.75)

Our Path Home implements our collaborative activities in alignment with our mission and vision statements that provide long-term direction and a shared set of values and principles that give short-term guidance on how we will get there together. We encourage all partners and stakeholders to reference this mission and vision in their work and center these values and principles within their own efforts to prevent and end homelessness.

### MISSION

Build and manage a system of person-centered housing focused responses that ensure when homelessness does occur, the experience is rare, brief, and singular.

### VISION

Everyone in Ada County has a safe, stable, and affordable home.

### VALUES

- We believe ending homelessness is possible.
- We believe housing is a human right.
- We believe in centering individual lived experience in solution design.
- We believe in bold, decisive action.
- We believe in honesty and transparency.
- We believe in the power of teamwork.

### GUIDING PRINCIPLES

- **Housing First, Not Housing Only** - Access to housing is offered as first intervention, without prerequisites. Supportive services are available and encouraged throughout one's housing journey empowering individuals to meet and sustain their goals.
- **Diversion Trained** - Partners are trained to implement strategies to help people identify safe, immediate housing arrangements. Resources, services, and financial assistance are deployed when required to help people stay in or return to permanent housing.

- **Trauma-Informed** - System practices are designed to recognize, understand, and respond to the effects of trauma. Ongoing evaluation ensures our partners continually improve how we accommodate and empower trauma survivors.
- **Collaborative** - Responsibility is shared to plan for the most efficient use of limited community resources. We create and implement bold solutions at a system level, where outcomes are evaluated with transparency and partners are committed to learning together.

## STRUCTURE

The partnership's governing structure, organized to collectively share responsibility for ensuring Our Path Home carries out the required responsibilities of a CoC, is laid out in the graphic below.



Our Path Home is governed by an Executive Committee, the decision-making authority of the partnership, that organized group responsible for ensuring Our Path Home meets federal standards and local needs. The Executive Committee is supported in its work via delegated authority by a designated Collaborative Applicant, designated HMIS Lead, appointed Standing Committees (and their sub-committees and work groups), and general members. All roles and responsibilities of the various structured governance teams are outlined in this charter.

Appointed 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 may appoint leaders as deemed necessary by the Committee membership. Standing Committees report their progress, performance, and recommendations to the Executive Committee. Members of any Standing Committees are added by consensus of the members of the committee on which they serve unless otherwise defined by Standing Committee. Sub-committees (including Boards) and work groups are volunteer-based, and participation is open to general members, unless otherwise defined by the members, but should prioritize membership from relevant partner organizations, critical stakeholders, and people with lived experience and expertise. Sub-committees (including Boards) and work groups report their progress

and recommendations to the Standing Committee which they serve.

Our Path Home convenes a meeting of general members at least biannually (twice a year) which are open to the public and include a published agenda as outlined in 578.7(1). Relevant organizations include 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, and organizations that serve veterans and homeless and formerly homeless individuals. Individually registered members generally include persons formerly or currently experiencing homelessness and others with a vested interest in preventing and ending homelessness.

## EXECUTIVE COMMITTEE

The Executive Committee is the designated decision-making authority of Our Path Home. The Executive Committee has adopted and followed a written process to select a board to act on behalf of the CoC, which is outlined below in the membership and selection process sections. 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 the 24 CFR 578. Executive Committee meeting agendas and minutes will be retained electronically for a period of five years.

### MEMBERSHIP

The Executive Committee will have no less than twelve and no more than twenty voting members. The number of voting members will be determined at the first meeting of each calendar year by vote of the Executive Committee. Members of the Executive Committee must be members in good standing within the Our Path Home partnership and aligned the mission, vision, values, guiding principles and agreements.

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 appropriate Our Path Home Steering Committee and staff.

As outlined in 578.5 (b) the governing body must be representative of relevant organizations/project serving sub-populations and include at least one person with lived experience and based on priorities outlined in recent CoC Competition Notice of Funding Opportunities (NOFO), representatives from the below groups will constitute minimum required membership representation on the Executive Committee. Member representatives should have the ability to speak for the fiscal commitments and program decision-making authority of the organization they represent and/or ability to speak from their personal lived experience.

HUD requires and encourages CoC governing structures to incorporate people with lived experience (specifically those with current or recent experience of homelessness, defined as occurring within the last seven years, and people with experience of unsheltered homelessness). Additionally, in alignment with our Partnership Framework, Our Path Home is committed to ensure that individuals with lived experience of homelessness are engaged in the design, delivery, and evaluation of the homelessness system response services and policy determinations in Ada County. To that end, the Executive Committee will have no less than two (2) voting members that are people with lived experience to ensure representation in system governance of this crucial stakeholder voice.

### MEMBERS REPRESENTATIVES:

- Behavioral Health Services

- Provider Representative Seats 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
- Individual with Lived Experience and Expertise (2)
- School District
- Veterans' Affairs

Additionally, the Executive Committee can appoint unlimited non-voting advisory seats to provide advice and expertise on issues as deemed appropriate, including the following roles:

- Collaborative Applicant staff
- Coordinated Entry (CE) Program Director
- Standing Committee Leadership
- HMIS Lead staff
- HUD State Director

#### MEMBER SELECTION PROCESS

As vacancies among voting members of the Executive Committee occur, the Our Path Home Steering Committee can follow either of the written processes described below for filling the vacancy:

1. Determine that the voting member position, based on required membership within the governance charter, means the organization can be selected by the Steering Committee or be self-selected as the replacement from their organization to be considered to serve on the Executive Committee by submitting a nomination via email to [info@ourpathhome.org](mailto:info@ourpathhome.org); any nominations should include both a letter of interest and a short candidate biography to be given to the Our Path Home Steering Committee; or
2. Determine that it is best to proceed with a call for nominations from the general members via email to the Our Path Home listserv. The call for nominations may include any context or priorities that the Steering Committee are considering while filling the position and will include any specific representation required for the vacancies if necessary to ensure the groups listed above retain representation on the Executive Committee. General members will have a period of two (2) weeks to submit nominations via email to the [info@ourpathhome.org](mailto:info@ourpathhome.org); any nominations should include both a letter of interest and short candidate biography to be given to the Our Path Home Steering Committee.

After the Steering Committee receives and considers the nomination(s) from either process, they will review and submit a recommendation on the nomination(s) to the Executive Committee. A vote may occur at the Executive Committee's next regularly scheduled monthly meeting or be conducted electronically, provided the committee feels it has had adequate time to review the nominations. The Executive Committee reserves the right to review the nominations and, if necessary, request additional time and information (e.g. resumes or conducting interviews with the nominees) as part of its consideration. If a delay occurs at the first consideration, it should not be delayed for a period longer than the next regularly scheduled Executive Committee meeting.

This process to select a board must be reviewed, updated, and approved by the Executive Committee at least once every five years as outline in 578.5 (3) [*last approved: March 2025*].

## AUTHORITY AND RESPONSIBILITIES

- Convene meetings of the general membership at least bi-annually
- Make an invitation for new members to join publicly available within the geographic at least annually
- Appoint additional committees, subcommittees, or workgroups as necessary
- Develop, follow, and update annually a Governance Charter in consultation with the Collaborative Applicant and HMIS Lead
- Adopt and follow a written process to select a board to act on behalf of the Continuum of Care
- Establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services
- Approve CE Policies and Procedures, as recommended by the CONNECT Committee, that comply with HUD requirements
- Approve and consistently follow written standards that include an emergency transfer plan, as recommended by the Steering Committee, for providing CoC assistance, that comply with HUD requirements
- Designate a Collaborative Applicant
- Designate a single HMIS for the geographic area and a HMIS Lead
- Approve HMIS Policies and Procedures, as recommended by the Steering Committee, that comply with HUD requirements
- Lead the development of a plan, in accordance with 24 CFR 578.7(c), including:
  - Coordinate implementation of housing a service system that meets the needs of people experiencing homelessness
  - Review and approve the methodology for the Point-In-Time Count, which is to be conducted annually
  - Conduct, at least annually, a gaps analysis of the needs and services available in the geographic area
  - Providing information required to complete Consolidated Plan(s) within the geographic area
  - Consulting with state ESG recipient on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and subrecipients
- Preparing an application for HUD funds at outlined in 578.9 to include:
  - Design, operate and follow a collaborative process for development and submission of applications in response to CoC Competition NOFOs published by HUD
  - Establish priorities for funding projects in the CoC's area
  - Approved the CoC application

## OFFICERS

The Executive Committee shall have a Chair, Chair Elect, Vice-Chair, Secretary, and Treasurer. The Chair, Vice Chair, and Treasurer traditionally serve two-year terms with a two-consecutive term limit unless the Executive Committee members vote to waive the limit to elect an officer for an additional term. The positions of Chair, Vice-Chair, and Treasurer will be elected by a simple majority vote of the Executive Committee members.

The Chair Elect serves a one-year term, as it is a position designed for an individual that will serve as the future Chair. A Chair Elect can be elected at the start of the second year of the Chair's term, after the Board has considered and voted to vote for a new Chair in the following year (forgoing ability to waive the limit for the sitting Chair) and determines the appointment of a Chair Elect would best serve the partnership. During their one-year term, they Chair Elect will act as a designated successor who actively learns the responsibilities of the role while supporting the current Chair.

The Secretary will be appointed by the Chair and serve without term limits.

Officer elections, as necessary with term limits, will occur at the first Executive Committee meeting

of the calendar year. If a vacancy is to occur during the year, the Executive Committee shall vote on a replacement at the next regularly scheduled Executive Committee meeting.

#### CHAIR

- Preside over Executive Committee meetings
- Serve on the Steering Committee to work closely with the Our Path Home staff to coordinate activities, including staying up to date on annual plans, strategic initiatives, and system performance
- Represent Our Path Home at various events, community meetings, and in the media as appropriate
- *Must be a member of the Executive Committee*

#### CHAIR ELECT

- Actively learn the responsibilities of the role while supporting the current Chair by attending meetings, participating in key discussions, and taking on specific tasks in preparation for assuming the leadership position when the current Chair's term ends
- Serve on the Steering Committee
- *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 the Steering Committee to work closely with the Our Path Home staff to coordinate activities, including staying up to date on annual plans, strategic initiatives, and system performance
- 
- *Must be a member of the Executive Committee*

#### TREASURER

- Serve on the FUND Committee and the Score and Rank Sub-Committee to support the development and distribution of system funds for partnership priorities
- Support the tracking and reporting on status of funding sources, specifically CoC Program and ESG federal funding, within the homelessness response system
- *Must be 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
- Work with Our Path Home Coordinator to 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*

#### MEETING SCHEDULE, ATTENDANCE, AND VOTING

The Executive Committee generally meets every other month during the second week of the month, starting in January (but no less than quarterly). For regular business at meetings, a quorum represents one-half of the committee members plus one. Issues brought to a vote require a simple majority to pass. For purposes of time-sensitive and/or critical votes a vote may be conducted electronically upon the direction of the Steering Committee. More than 51% of the voting membership must respond to the e-vote for the vote to be accepted.

The Secretary will publish meeting agenda(s) 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 Our Path Home staff 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 Steering Committee, made up of Our Path Home staff and Executive Committee Officers at minimum, meets monthly on the last Tuesday of the month to track progress on annual plans including updates from standing committee work, address emerging issues as necessary, and prepare for upcoming Our Path Home meetings, trainings and events.

## STEERING COMMITTEE

The Steering Committee shall be made up of Executive Committee Officers, Collaborative Applicant staff, HMIS Lead staff, and representatives with lived experience at minimum. Any member of the Executive Committee can attend Steering Committing Meetings. Members meet at least monthly, generally on the last Tuesday of the month.

The Steering Committee conducts business in support of the Executive Committee as assigned, which includes but is not limited to tracking progress on annual plans, monitoring system performance measures, reviewing reports from Standing Committees, addressing emerging issues as necessary, and preparing for upcoming Our Path Home meetings, trainings and events.

Part of their charge includes oversight for the quality, utilization of, and increased understanding of HMIS within the partnership and community at large, especially in data-informed decision making. This includes supporting how HMIS can be improved to increase data accessibility to the community, agencies, and clients served.

## RESPONSIBILITIES

- Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers
- Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD
- Development, review, and recommend written standards, to include the emergency transfer plan, for providing CoC assistance that meet requirements outlined in 578.7(9)
- Develop, review, and recommend HMIS Policies and Procedures (led by the HMIS Lead) that meets requirements outlined in 578.7(b) (3-5)
- Manage Executive Committee Membership, including election of new members and appointment of new officers
- Support Biannual Membership meetings and partner training opportunities
- Review and approved required reports that are submitted to HUD (Longitudinal System Analysis, System Performance Measures, Point-in-Time Count, Housing Inventory Count) and other reporting mechanisms, including performance monitoring dashboards

## ENGAGE COMMITTEE

The ENGAGE Committee is dedicated to the meaningful inclusion of individuals with lived experience

in addressing homelessness. The primary goal of this Committee is to increase the decision-making power of people with lived experience throughout the CoC including within CoC governing structures, at partner organizations, and within the boarder community as it relates to efforts to prevent and end homelessness.

This committee is comprised of the Lived Experience Board (LEB) and the Youth Leadership Board (YLB). Each Board has to power to establish their own governing structure including membership requirements, decision making processes, and leadership positions. Every board member is paid for their participation in shaping our homelessness response system.

#### LIVED EXPERIENCE BOARD (LEB)

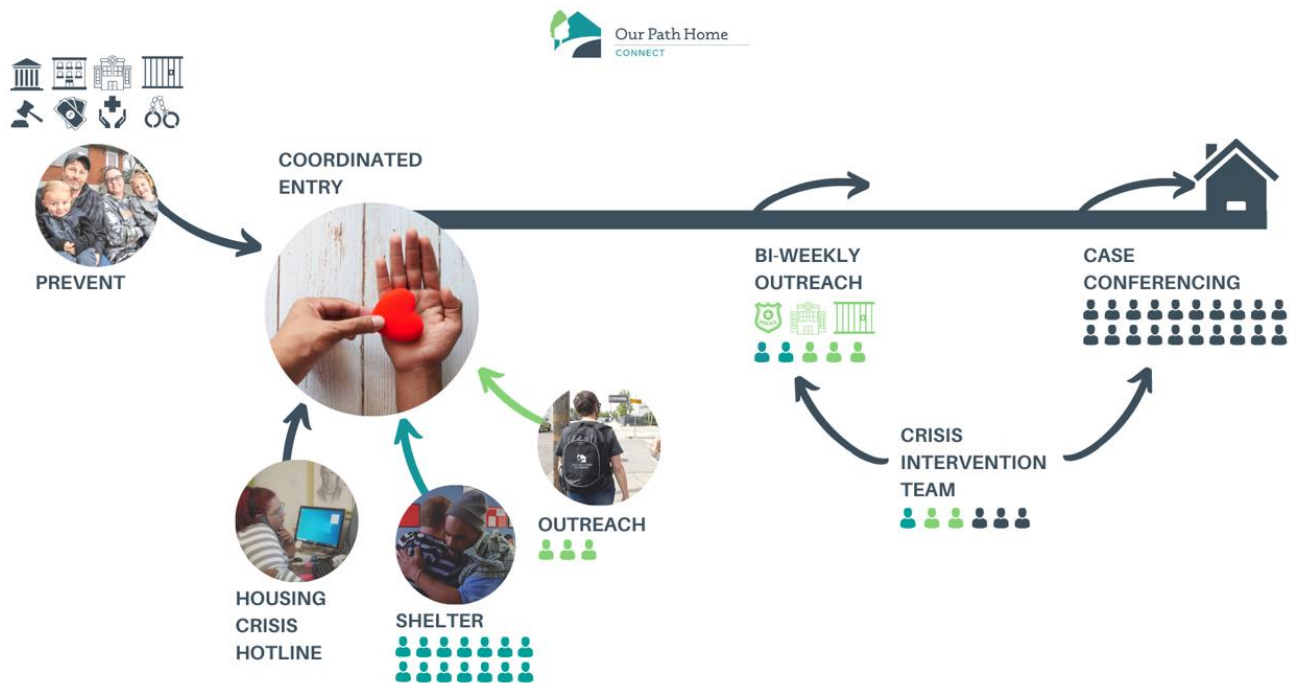
The LEB's main mission is to empower those affected by homelessness have a say in system decision-making processes with the goal of improving outcomes and support systems for affected communities. The LEB can advise governing bodies, service providers, and community organizations on issues affecting individuals with lived experience. It has the authority to propose policy changes, provide feedback on community services, and support the development of programs that directly benefit those impacted by homelessness, mental health issues, and substance use.

#### YOUTH LEADERSHIP BOARD (YLB)

The YLB is a body of youth and young adults that serve the Our Path Home system to improve services available in Ada County to prevent and end youth homelessness. The Youth Leadership Board has voting power on policy decisions, specifically on policies that relate to preventing and ending youth homelessness. The YLB oversees their own governance and approves members to serve on the board.

#### CONNECT COMMITTEE

The CONNECT Committee oversees the Our Path Home's Crisis Response System, including Coordinated Entry (CE), emergency shelter, prevention, outreach, navigation, diversion, daytime services, and cross sector crisis response collaborations. CONNECT Committee leads information sharing and response planning by quantifying and articulating homeless service needs. The Committee develops recommendations to improve the effectiveness of Our Path Home's homelessness system and crisis response.



The CONNECT Committee meets bi-monthly in addition to hosting two regular meetings for CE coordination of services (Case Conferencing and OUTREACH Bi-Weekly) and two work groups (Our Path Home Public Health, Point-in-Time). CONNECT also has a Steering Committee that meets monthly to support evaluation and process improvement for the CONNECT Committee. The committee is lead by the CONNECT Director and supported by Our Path Home staff.

## MEMBERSHIP

Members are recruited by the CONNECT Director and Our Path Home Ada County Sherrif Office serve one-year terms, without term limits; however, members can be removed if they violate the Code of Conduct or Conflict of Interest, Partner/Member Agreements, or fail to actively participate in committee work, including attending scheduled meetings and completing assigned projects.

## RESPONSIBILITIES

- Oversee implementation of functional responses and wholesale strategies for homelessness crisis response including, but not limited to, day and night shelter, inclement weather response and system access through Outreach, Housing Crisis Hotline, and prevention functions
- Oversee, implement, and evaluate Coordinated Entry (CE) including the monitoring of compliance with Policies & Procedures and performance of standardized housing assessments and prioritized referrals to supportive housing programs
- Make recommendations to the Executive Committee for Coordinated Entry (CE) improvement, including annual update recommendations as needed.
- Recommend strategies to the Executive Committee regarding the needs of people experiencing homelessness including adult only and family homelessness, veteran homelessness, chronic homelessness, youth homelessness, and sup-populations including individuals with disabilities, and older adults.
- Provide updates on crisis response and mainstream benefits and program changes to partners
- Assist the Our Path Home staff in the completion of an annual gaps analysis

## OUTREACH Bi-Weekly WORKGROUP

The Street OUTREACH Bi-Weekly primarily works to coordinate efforts among a cross-sector group of agency partners working to connect people experiencing unsheltered, and sheltered, homelessness to the supports they need to access emergency shelter, services, and housing. The workgroup is lead by Our Path Home partners and the Street OUTREACH Team Lead. Meetings are held bi-weekly.

#### POINT-IN-TIME WORKGROUP

The Point-in-Time workgroup primarily plans for and operationalizes the annual Point-in-Time (PIT) and Housing Inventory Count (HIC), specifically the implementation of the unsheltered count. The workgroup is lead by the Our Path Home staff, a staff person from the HMIS Lead Agency, a member of the Lived Experience Board and Youth Leadership Board, and the Street OUTREACH Team Lead. The workgroup convenes annually as needed in conjunction with the PIT/HIC planning.

#### RESPONSIBILITIES

- Draft methodology for Executive Committee approval
- Recruit and create training activities/events for PIT staffing
- Set up PIT staff 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 CASE CONFERENCING WORKGROUP

Case Conferencing is a regular, collaborative meeting of representatives from across our Homeless Services Continuum of Care to monitor and advance the progress of households toward housing. Case Conferencing is a bi-weekly meeting focused on providing coordinated support to people experiencing homelessness and to facilitate collaboration between relevant agencies. Case Conferencing is facilitated by the CONNECT Program Director.

The main objectives of case conferencing are to:

- Facilitate housing placement action plans for households that are at the top of the Prioritized Queue for a housing intervention
- 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

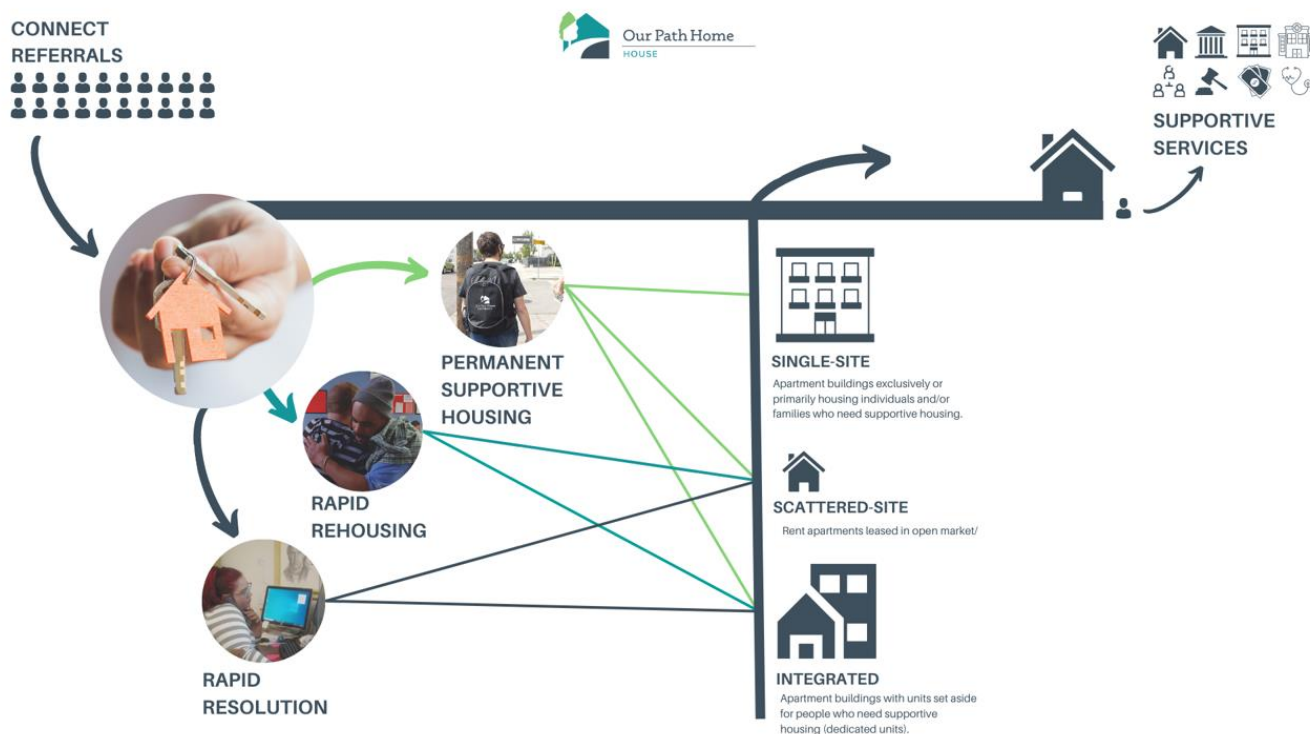
household's domestic violence experiences if they have that knowledge during the meetings. Participants in case conference meetings will be reminded weekly of the importance of confidentiality in addition to any other relevant attendee expectations.

### PUBLIC HEALTH WORKGROUP

The Public Health Workgroup works to ensure Our Path Home partners are aware of and can respond to public health emergencies and issues in a timely manner. Health partners provide partner agencies updates, current public health best practices, and resources to support people experiencing homelessness. The workgroup also identifies areas for additional collaboration to reduce system gaps and improve cross-sector coordinated. The workgroup meets monthly, is chaired by the Our Path Home staff, and is composed of representatives from congregate shelters, Our Path Home CONNECT, and the local health system (hospitals, health district, etc.).

## HOUSE COMMITTEE

The HOUSE Committee oversees Our Path Home's supportive housing response system. The HOUSE Committee leads cross-team collaboration and system performance improvement for supportive housing programs including regular evaluation of HMIS data, facilitation of analysis and incorporation of client input into program design and monitor fidelity to standards and best practices adopted by the partnership. The HOUSE Committee is also primarily responsible for oversees the implementation of Our Path Home's Dedicated Units Program, a program managing owner/developer relationships to match units in publicly funded affordable housing projects that are matched with queue identified households working with our supportive housing programs. Finally, the Committee identifies gaps and defines strategies for increasing the delivery of various support services for individuals that are working towards or have achieved housing stability, including adding supports or implementing moving on strategies that bridge individuals to the most appropriate and accessible resources to maintain their housing long-term.



This committee meets bi-monthly. The HOUSE Committee has two sub-committees (Permanent Supportive Housing Pipeline and PREVENT Housing Loss).

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 re-entering into the homelessness system again. Until such a time, HOUSE programs are charged with facilitating their own collaborative care process for clients at risk of returning to homelessness, including CONNECT Case Conferencing to problem solve with a larger group of partners that can engage in conversation and support for the client's circumstances.

### MEMBERSHIP

Members are recruitment by existing committee and Our Path Home staff. Members serve one-year terms, without term limits; however, members can be removed if they violate the Code of Conduct or Conflict of Interest, Partner/Member Agreements, or fail to actively participate in committee work, including attending scheduled meetings and completing assigned projects.

### RESPONSIBILITIES

- Oversee its sub-committee and work group(s) and report progress to the Executive Committee
- Collaborate on system performance evaluations of supportive housing programs in line with CoC performance targets
- Perform, at minimum, an annual client survey, to gather feedback from clients and incorporate learnings into system standards for supportive housing programs
- Participate in system standard and best practice monitoring activities as required for the CoC by HUD and deemed necessary by the Committee or Executive Committee
- Sustain housing stability for folks rehoused by Our Path Home

### PERMANENT SUPPORTIVE HOUSING PIPELINE (PSHP) SUB-COMMITTEE

The Permanent Supportive Housing Pipeline (PSHP) Sub-committee is charged with implementing initiatives connected to housing and supportive services at single-site PSH projects, both existing and new as outlined the Our Path Home's Supportive Housing Pipeline. The PSHP oversee operations of all single-site projects to highlight any concerns, discuss trends, and monitor progress of projects. In particular, the OPH PSHP Committee shall focus on the referral process for single-site PSH, the housing resources available, identifying and monitoring program trends, and monitoring the progress of the participants. Meetings are generally held monthly.

### PREVENT SUBCOMMITTEE

The Housing Loss PREVENT Workgroup 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.

## FUND COMMITTEE

The FUND Committee spearheads overall funding strategy, including increasing the number of funders giving transformational resources and aligning partner granting processing to support Our Path Home priorities. The Committee generally meets quarterly. The FUND Committee has a flexible structure that engages funded and funding partners in various meeting and workspaces, but a collection of members meets at least quarterly. In addition, the Executive Committee votes to approve funding review/selection teams on an as needed basis as Our Path Home engages in various funding opportunities.

### MEMBERSHIP

Members are recruited by exiting committee and Our Path Home staff. Members serve one-year terms, without term limits; however, members can be removed if they violate the Code of Conduct or Conflict

of Interest, Partner/Member Agreements, or fail to actively participate in committee work, including attending scheduled meetings and completing assigned projects.

## RESPONSIBILITIES

The responsibilities of this committee include:

- Share information about the funding landscape, including needs, opportunities, and challenges to determine if there are any strategic funding initiatives that should be elevated to be considered by the Executive Committee
- Report progress to the Executive Committee
- Assist the Our Path Home staff with completion of the CoC Notice of Funding Opportunity (NOFO) including appointing members to a Score and Rank Team that will:
  - 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
- Review funded program spending for CoC Program grants, and other awards as necessary, to ensure funding is being spent down in accordance with source requirements
- Participate on funding opportunity review/selection teams as needed to make recommendations to the Executive Committee
- Pursue and develop new funding opportunities, including engaging an expanded group of funders
- Assist the Our Path Home staff with using the annual gaps analysis to identify potential costs to end homelessness

## LEAD PUBLIC AGENCY

At the time of this Governance Charter update, the designated Lead Public Agency for Our Path Home is the City of Boise\*. 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 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 Continuum of Care must designate a legal entity who is also a Continuum of Care Program eligible applicant to serve as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all Continuum of Care Program funded projects within the geographic area. The Collaborative Applicant is also responsible for submitting the annual application to HUD for Continuum of Care Program funding and to apply for Continuum of Care Planning dollars. The designation of the Collaborative Applicant is valid for a maximum of five (5) years before the designation must be reviewed and approved by a vote of the Our Path Home Executive Committee. In response to negligence, poor performance, or loss of eligibility, Our Path Home Executive Committee reserves the right to open an RFP process at any time and designate a new Collaborative Applicant.

*\*Upon a vote of approval in January 2024, the City of Boise would be designated the Collaborative Application for a period of up to 5 years.*

## 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, including partner alignment with vision, values, and guiding principles of the partnership
- 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 at least 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 ad-hoc 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

## HMIS LEAD

The Institute for Community Alliances (ICA) is Our Path Home's designated HMIS. 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 in coordination and with approval from the Steering Committee
- Obtain and retain all signed Organizational Partnership Agreements, HMIS End Use Agreements, Coordinate Service Agreements, and Interagency Data Sharing Agreements
- Participate in Committees as required, including the Executive, Steering, CONNECT, and HOUSE
- Develop and maintain all HMIS operational agreements, policies, and procedures, in collaboration with CONNECT Committee and Steering Committee
- Comply with HUD HMIS Standards and all other applicable laws
- Monitor HMIS user agencies to ensure compliance with HMIS operation agreements, policies, and procedures

## MEMBERSHIP

Our Path Home's seeks to expand through collaboration with partners to grow the impact of our system change work. The process to apply for Our Path Home organizational membership and registered as an individual member are both open and publicly accessible year-round:

- [Member Organization Application](#)

- [Individual Member Registration](#)

## PARTNER ORGANIZATIONS MEMBERSHIP

Organizational membership is determined by an application process overseen by the ENGAGE Committee ([member organization application](#)). Upon approval of membership, partners are required to sign various agreements related to the committees and workgroups in which they participate, including the use of HMIS. In addition, all partners are asked to agree to adhere to the following Partnership Agreements. This is further outlined in Our Path Home's Member Organization Policy.

## PARTNERSHIP AGREEMENTS

- **Shared Approach:** We embrace a comprehensive approach to our larger purpose—ending homelessness in Ada County. We work to ensure safe and stable housing for all residents to increase the health and resiliency of our community. Our Path Home prioritizes Housing First, not housing only. We believe it is our collective responsibility to take meaningful action to effectively scale our efforts and prevent an insoluble housing crisis. We align our actions consistently and move with the speed of trust, fostering collaboration and dependability. We are all in this boat together, each grabbing an oar.
- **The Voice of Us:** We collectively work towards a more welcoming and compassionate community. We actively work to improve the understanding of homelessness by navigating dominant narratives, bridging fears to facts, and empowering the experience and resiliency of our community members affected by homelessness to be lifted. Our communication resonates as a unified voice advocating for comprehensive care, reinforcing a consistent and authentic message. We prioritize transparency and vulnerability in our storytelling, to empower our community and advocate for a more complete understanding of homelessness.
- **Inclusive Alignment:** We understand that addressing systemic inequities is integral to resolving homelessness as a housing issue. We're committed to building an integrated system of care that addresses the diverse needs of our community. We are committed to creating inclusive spaces and engaging the entire community to actively involve everyone, inviting them to contribute. We all have a role in helping each other participate meaningfully. We move together; we don't leave anyone behind. Authentic participation is not just encouraged but essential. Constructive disagreements are welcomed, aiming for alignment over complete agreement. Through acknowledging our shared and varied journeys, each member affirms their role in this collective effort.
- **Data Driven and Evidence-Based:** We believe in addressing the root cause of homelessness. Our data collection helps identify and address inequities in policies and programs, assess the number of individuals/households experiencing homelessness, and evaluate the performance and trends of our response system. Through regular reporting and data sharing, foster mutual accountability in reaching our goals prioritization of affordable and accessible housing, expansion of programmatic service capacities, and the empowerment of our community.

## INDIVIDUAL MEMBERSHIP

Any individual participating on committees, including those with partner members and community stakeholder who are not part of a member, is encouraged to register as an Our Path Home Member ([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. Individuals serving on committees and workgroups will be asked to sign the following member agreements.

## MEMBER AGREEMENTS

- **Human-Centered Approach:** I work to consistently see the humanity in myself, partners, and those we serve. I approach myself and others with dignity, respect, and opportunity. compassion, and validation. Valuing diverse backgrounds and experiences, I strive to I prioritize

self-care and encourage others to do the same.

- **Shared Responsibility:** I share the responsibility of co-creating a strengths-based and solutions-focused workspace. Taking shared responsibility for upholding Community and Cultural Agreements, I lean into collective learning, collaborative thought, and unified action. I bring the full truth of my agency's work.
- **Collaborative Engagement:** I respectfully engage in the partnership, being considerate of others. Actively participating in shared workspaces, I attend meetings regularly and engage in meaningful collaboration. Recognizing the value of different perspectives, I listen without interruptions, agree to share one mic, and respect the time of myself and partners in workspaces. Each member contributes their unique strengths and insights to the collective effort of providing comprehensive care.
- **Support and Accountability:** I hold myself and others accountable to shared agreements and work commitments. Proactively supporting myself and partners through accomplishments and adversity, our egos remain at the door. Understanding that conflict will arise, I remain open and compassionate, keeping our shared goals in focus.
- **Open Communication:** Assuming positive intentions, I prioritize building trust through clear and honest communication. I bravely express my thoughts, concerns and needs. I share genuine feedback, remaining open and receptive when others want to share feedback with me. I openly share my thoughts and invite colleagues to do the same. We engage in constructive disagreements,

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, as appropriate
- 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, meetings, and events
- Adhere to the Our Path Home policies, including Code of Conduct and Conflict of Interest statements contained herein, as applicable
- Increase public awareness about homelessness and advocate for persons experiencing homelessness

#### ANTI-DISCRIMINATION

Our Path Home is committed to providing housing and services in an environment in which all individuals are treated with respect and dignity and with equal treatment and opportunity. This is further outlined in Our Path Home's Anti-Discrimination Policy. The Our Path Home Anti-Discrimination Policies and Procedures ensure all people experiencing homelessness in the CoC have equal access to the housing and services necessary to end homelessness. Member organizations must sign an Anti-Discrimination Checklist annually.

#### 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. Executive Committee members must sign a Code of Conduct form annually.

## 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. This is further outlined in Our Path Home's Conflict of Interest Policy. Executive Committee members must sign a Conflict-of-Interest form annually.

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