



**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
Governance Charter

Davis/Woodland/Yolo County Continuum of Care (CA-521)

*Re-Adopted June 28, 2017*

## Overview

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In accordance with the 24 Code of Federal Regulations (CFR) Part 578 Continuum of Care Program Interim Rule, this document shall serve as the governance charter for the Davis/Woodland/Yolo County Continuum of Care (CA-521), hereafter known as the Homeless and Poverty Action Coalition (HPAC). The charter includes information regarding HPAC's tenets, membership, meetings, leadership structure, code of conduct, Homeless Management Information System (HMIS) designation, and Collaborative Applicant designation. HPAC's Policies and Procedures Manual contains all other relevant information required by 24 CFR Part 578 Subpart B.

## Tenets

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- Mission:** Provide leadership on homelessness and poverty in Yolo County.
- Vision:** Create and sustain a comprehensive, coordinated, and balanced array of human services for homeless and low-income individuals and families within Yolo County.
- Coordination:** Achieve a synergistic relationship with the Yolo County 10 Year Plan Commission to achieve all of the goals in the Yolo County 10 Year Plan and to address issues of homelessness and poverty countywide.

## Membership

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HPAC membership is open to all parties interested in issues of homelessness and poverty in Yolo County. Relevant parties include, but are not limited to 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 agencies, organizations that serve veterans, people experiencing homelessness, and formerly homeless individuals.

HPAC shall invite new members by posting an annual public notice on its website in the month of November, but shall accept new members all year. Interested parties may join at any time, but members who would like to obtain voting rights must complete a membership application and meet the criteria specified in the Board of Voting Members section below.

## Meetings

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HPAC shall convene eight (8) meetings of the full membership each year in rotating locations among Davis, West Sacramento, and Woodland. HPAC shall also establish two subcommittees, including a data subcommittee and a technical subcommittee. HPAC may also convene ad hoc committees on an as-needed basis per the recommendation of the full HPAC body. All meetings and subcommittee meetings shall be open to the public.

**HPAC Full Membership:** Shall meet on eight (8) occasions during the course of the year. Shall focus on community-wide homeless issues, new requirements from the federal or state government, discussion of best practices, and coordination across providers. All decisions requiring a vote shall be made at meetings of the full membership.

**Data Subcommittee:** Shall meet on a quarterly basis, for a total of four (4) meetings each year. Shall be responsible for monitoring and addressing issues related to the local HMIS system, and for reviewing any countywide data to be used for public information and/or grant writing purposes.

**Technical Subcommittee:** Shall meet on a quarterly basis, for a total of four (4) meetings each year. Shall focus on federal funding issues pertaining to the Continuum of Care (CoC) and Emergency Solutions Grant (ESG).

The Homeless Coordinator shall create the meeting schedule, in coordination with the HPAC leadership team. The HPAC voting membership shall approve the meeting schedule for the following year at the October meeting.

## **Leadership**

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HPAC leadership shall consist of an elected Chair, Vice-Chair, and Secretary, as well as a Board of Voting Members. The County's Homeless Coordinator shall act as staff to HPAC.

HPAC shall hold elections in October with newly elected officers serving a one (1) year term from November 1 through October 31. If an elected officer needs to vacate the position prior to the expiration of his or her term, HPAC shall convene a special election at the next regularly scheduled general meeting.

**Chair:** The Chair shall serve as HPAC's primary spokesperson. The Chair shall facilitate all meetings in accordance with Robert's Rules of Order. The Chair may also convene executive committee meetings prior to general meetings to prepare agendas. The Chair shall provide feedback on the selection and performance of the Homeless Coordinator.

**Vice-Chair:** In the Chair's absence, the Vice-Chair shall assume meeting facilitation duties and assist with meeting preparation.

**Secretary:** The Secretary shall record minutes and submit them for approval at the following meeting. The Secretary is also responsible for verifying the voting status for eligible members. In the Chair and Vice Chair's absence, the Secretary shall assume meeting facilitation duties and assist with meeting preparation.

**Homeless Coordinator:** The Homeless Coordinator shall act as staff to HPAC, and shall be a non-elected and non-voting member of the group. The Coordinator shall staff the body by coordinating all meetings, conducting research and analysis, and presenting findings. A full description of the Coordinator's tasks and responsibility can be found on the County of Yolo website.

**Board of Voting Members:** In addition to the four positions listed above, HPAC leadership shall also consist of a board of voting members. HPAC shall transact business using majority rule. HPAC may conduct electronic votes when failure to act would prevent or substantially impair HPAC's compliance with governing regulations and/or funding.

To obtain voting rights, a member must attend at least fifty (50) percent of the general meetings in the last year and participate on at least one (1) standing or ad hoc subcommittee in the last year. Voting members must also represent one of the following parties:

- Community based organizations whose mission pertains to issues of homelessness and poverty;
- The County of Yolo;
- Cities within the County of Yolo;
- Homeless and/or formerly homeless persons; and
- Private companies whose interests pertain to issues of homelessness and poverty.

In the event that more than one representative from a given agency/government entity regularly participates in HPAC meetings, the agency's leader may delegate one primary voting representative and one secondary representative as the voting member for their agency/government entity. HPAC only authorizes the secondary representative to vote should the primary representative not be present. If no representatives are present, the agency forfeits their vote. Homeless and/or formerly homeless persons can retain their individual voting status.

Other HPAC advisors that shall provide valuable input, but may not necessarily be voting members include:

- Elected officials representing participating jurisdictions; and
- Members of the County of Yolo 10 Year Plan Commission.

## **Code of Conduct**

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HPAC officers and voting board members shall abide by the following stipulations.

**Conflict of Interest and Recusal Policy:** No HPAC officer or voting board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents. It is the responsibility of HPAC officers and voting board members to recuse themselves from the evaluation and decision-making process when a personal or organizational conflict of interest exists. In addition, HPAC prohibits officers and voting board members from the acceptance of personal gifts that provide benefit in excess of nominal value (less than \$15) from persons, organizations, or corporations with a stake in the outcome of HPAC decisions. As long as the nominal gifts are unsolicited and do not occur more than twice annually, a conflict of interest does not exist.

**Termination Policy:** HPAC reserves the right to temporarily ban or terminate an officer or voting board member who does not comply with the stipulations described above. HPAC must receive majority approval before taking any disciplinary action.

## **Homeless Management Information System (HMIS) Designation**

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HPAC shall designate Sacramento Steps Forward (SSF) as the region's HMIS System Administrator; Yolo Community Care Continuum (YCCC) as the region's HMIS Lead Agency; and the County of Yolo as the region's HMIS Daily Operator.

**HMIS System Administrator:** As the HMIS System Administrator, SSF will serve as the primary liaison between the HMIS software provider and the partner agencies. SSF will also oversee all technical aspects of HMIS administration including issuing new user accounts and passwords.

**HMIS Lead Agency:** As the HMIS Lead Agency, YCCC will serve as the primary liaison between the U.S. Department of Housing and Urban Development (HUD) and the partner agencies. YCCC will also manage all HMIS-related invoicing and payment processing.

**HMIS Daily Operator:** As the HMIS Daily Operator, the County of Yolo will serve as the primary liaison between SSF and the partner agencies. The County of Yolo will also convene quarterly users meetings and provide technical support related to HMIS daily usage.

In collaboration with each other, the three agencies shall provide system administration to ensure the viability and success of HMIS.

## **Collaborative Applicant Designation**

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HPAC shall annually designate an eligible legal entity to complete HUD's Continuum of Care (CoC) Program application, referred to as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting

and submitting the application on behalf of HPAC. The Collaborative Applicant is the only organization eligible to apply for HUD planning funds to support HPAC in carrying out all of its responsibilities. The Collaborative Applicant must seek final approval from HPAC prior to submitting the final CoC Program application.

**Provisions to Amend and Ratification**

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HPAC, in consultation with the HMIS Lead, the HMIS Daily Operator, and the Collaborative Applicant, shall review, amend as necessary, and re-ratify this governance charter every October upon a majority vote of all members present during the scheduled meeting.

  
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Doug Zeck, HPAC Chair

6/28/17  
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Date