

Key Considerations for Selection of CoC Board Membership

Overall consideration: The Planning Subcommittee suggests developing a CoC Board membership matrix indicating the geographic representation of members, the diversity of membership, and subpopulations represented by CoC-funded provider representative(s).

Category (# of seats)	Definition	Key Considerations
Formerly Homeless (1)	An individual who was at one point homeless.	Need to develop a process and timeline to recruit a member to serve in the formerly homeless category. Consider asking applicants to submit a letter of interest indicating what they believe they can contribute to the CoC Board and why they should be considered. The invitation to apply needs to clearly explain the expectations for being a member, including meeting dates, times, and location. Should be a less formal recruitment process.
Emergency Solutions Grants (ESG) Program Recipient's Agency Representative (1)	HUD defines ESG recipients as state governments, metropolitan cities, urban counties, and U.S. territories that receive ESG funds from HUD and make these funds available to eligible sub recipients, which can be either local government agencies or private nonprofit organizations.	Consider how the applicant is using ESG funding to contribute to the goals in the CoC. Important that the applicant participate in the Regional Coordinated Assessment System and participates in the community. Consider geographic balance, current level of participation in the CoC, and how the ESG or city, state, county, etc. plan aligns with goals of the CoC.
Continuum of Care Chair (1)	The current Chair of the Continuum of Care Committee serves on the CoC Committee and Board.	Filled by Councilmember Kevin Hartke, City of Chandler.
Policy/Advocacy Representative (3)	Individual(s) who represent local government, county or state agency, advocacy or policy-making group, member of the MAG Regional Domestic Violence Council, or other local policy/advocacy group recommended by the Continuum of Care.	Consider the current CoC participation and involvement. Ensure the applicant understands and is in alignment with the direction of the CoC, especially as it relates to Coordinated Assessment, the HEARTH Act. Also important to consider the advocacy work the applicant has done historically related to ending homelessness and/or the CoC goals.
CoC-Funded Provider Representative (3)	An agency that operates a Continuum of Care Program funded homeless assistance program.	Consider the subpopulations the applicant represents, current and historical participation in

		the CoC, involvement in developing Regional Coordinated Assessment. Also important to consider the diversity of applicants (i.e., age, race, gender, etc.).
Funder (2)	A local agency that funds homeless services and housing programs in Maricopa County. This could include a philanthropic funder, a municipality, United Way, or other funder recommended by the Continuum of Care.	Consider current and historical participation and involvement in the CoC, regional efforts toward ending homelessness, and how funding has aligned with goals of the CoC.
Community Seat (2)	Individual(s) who represent the public housing authorities, businesses, faith-based organizations, jails, hospitals, universities, or other community seat as recommended by the Continuum of Care.	Consider the depth the applicant brings to the CoC Board in terms of experience, being active in the community, participation in the CoC, and how the applicant “rounds out” the CoC Board membership. Consider if there is specific expertise or anything unique the applicant can bring to the table.

Excerpt from Charter: “The CoC Board member selection process will include consideration of geographic balance, representation of homeless subpopulations, and knowledge of the issues pertaining to the Continuum of Care and/or persons experiencing homelessness in the region.”

Excerpt from Governance Charter and Operating Policies – Adopted January 27, 2014

Continuum of Care Board

The role of the Continuum of Care Board is to be the decision-making body for the CoC. Decisions will be made with input from the CoC Committee.

Membership

The CoC Board membership will be developed and implemented in compliance with requirements from the U.S. Department of Housing and Urban Development (HUD), as defined in the HEARTH Continuum of Care Program Interim Rule released on July 14, 2012. There are three elements within membership including definition of membership structure, selection of members, and ongoing analysis and refinement of membership.

Membership Structure

The first element is defining the membership categories and the number of seats for each category. There will be a minimum of seven seats on the board and a maximum of 13 members. With the exception of provider agencies and the CoC Committee Chair, no agency may have representation on both the Board and the Committee. Membership of the CoC Board will follow the agency within the category below, rather than the individual.

Category	Number of Seats (Maximum)
Formerly Homeless Representative	1
ESG Recipient’s Agency Representative	1
Continuum of Care Chair	1
Policy/Advocacy Representative	3
CoC Funded Provider Representative	3
Funder	2
Community Seat	2

Definition of CoC Board Categories:

- Formerly Homeless Representative: An individual who was at one point homeless.
- Emergency Solutions Grants (ESG) Program Recipient’s Agency Representative: HUD defines ESG recipients as state governments, metropolitan cities, urban counties, and U.S. territories that receive ESG funds from HUD and make these funds available to eligible sub recipients, which can be either local government agencies or private nonprofit organizations.
- Continuum of Care Chair: The current Chair of the Continuum of Care Committee serves on the CoC Committee and Board.
- Policy/Advocacy Representative: Individual(s) who represent local government, county or state agency, advocacy or policy-making group, member of the MAG Regional Domestic Violence Council, or other local policy/advocacy group recommended by the Continuum of Care.
- CoC-Funded Provider Representative: An agency that operates a Continuum of Care Program funded homeless assistance program.
- Funder: A local agency that funds homeless services and housing programs in Maricopa County. This could include a philanthropic funder, a municipality, United Way, or other funder recommended by the Continuum of Care.
- Community Seat: Individual(s) who represent the public housing authorities, businesses, faith-based organizations, jails, hospitals, universities, or other community seat as recommended by the Continuum of Care.

The three CoC funded provider seats on the Board will represent one or more of the following homeless subpopulations:

- a) Single individuals
- b) Families with children
- c) Veterans
- d) Persons who are chronically homeless
- e) Persons with HIV/AIDS
- f) Unaccompanied youth
- g) Persons with behavioral health issues
- h) Persons who are victims of domestic violence

Membership Selection

The second element is recruitment and selection of the members for each CoC Board seat. The process to select the CoC Board membership will be transparent, inclusive, and democratic in nature. The CoC Board member selection process will include consideration of geographic balance, representation of homeless subpopulations, and knowledge of the issues pertaining to the Continuum of Care and/or persons experiencing homelessness in the region.

When the board is first being formed, an invitation will be extended by the collaborative applicant to the CoC Committee and stakeholders requesting potential members to submit letters of interest. The collaborative applicant will prepare a list of people who submitted letters of interest with the category(ies) they represent. The collaborative applicant will provide the list with the letters to the Membership Workgroup. The Membership Workgroup will include up to seven people including the Chair and Vice Chair of the CoC, the Planning Subcommittee Chair before the subcommittee is phased out, and up to four other people as identified by the CoC Committee. The Membership Workgroup will review the list and letters and make recommendations to the CoC Committee for the Board membership. The CoC Committee will review recommendations, as well as the list and letters, and vote on seven to thirteen people to become members of the Board. Members cannot vote for themselves. The CoC Committee will base the decision on ensuring diverse representation on the board in compliance with the HEARTH Act Interim Rule and local priorities.

Once the first Board has been established, staggered term limits will apply with 33 percent of the board rotating off every year. The initial rotation will begin with one third of the membership serving a two year term, one third serving a three year term, and one third serving a four year term with all members serving staggered three year terms thereafter.

The initial vote of the Committee to identify the first members of the Board will include the length of the first staggered terms. Exceptions may be made to the term limits with approval from the Board if no other members can be found to represent a certain subpopulation.

Once the Board is in place, the collaborative applicant will staff the process to select new members as current members rotate off the Board. This will include an annual invitation to the CoC Committee and stakeholders to submit letters of interest to the Board to fill any vacancies or to address any new areas identified as priorities for membership. The Board will review the letters and a list including the names of people submitting letters with the category(ies) they represent. The Board will vote on new members to fill the categories.

Ongoing Analysis of Membership

To address the third element of membership, the CoC Board will review its membership every year in accordance with HUD regulations and to make adjustments as needed to comply with federal and local policies. Changes can be made to the composition of the CoC Board membership if determined necessary to comply with HUD regulations or to meet the goals of the Continuum of Care.

Leadership

The current Chair and Vice Chair of the Continuum of Care Committee will serve as the first Co-Chairs of the Board. When the term of the former Chair of the Continuum is finished, the collaborative applicant will invite letters of interest from the Board to serve as the second Co-Chair. When the term of the former Vice Chair of the Continuum is finished, the collaborative applicant will invite letters of interest from the Board to serve as Co-Chair.

One of the Co-Chairs will be an elected official from a town, city, County, or Native American Community within Maricopa County. The second Co-Chair will represent a nonprofit agency or other relevant stakeholder from within the same geography. The second Co-Chair may also be an elected official as long as they fulfill this definition of representation. Representation is not defined as employment with the stakeholder.

The two Co-Chairs will serve staggered two year terms. Initially, one of the two Co-Chairs will serve a four year term and the other will serve a two year term. Thereafter, both Chairs will serve staggered two year terms with the Co-Chairs rotating off at the end of their term.

Planned Meetings of Continuum of Care Board and Agendas

The Continuum of Care Board is expected to meet bi-monthly with potential meeting dates in January, March, May, July, September, and November of each year.

The CoC Board will follow open meeting rules. The collaborative applicant will give notice of each meeting at least 72 hours prior to the meeting. Formal meeting agendas and materials will be developed by the collaborative applicant with input from the Co-Chairs and posted on the collaborative applicant's website. Each agenda will include an opportunity to request future agenda items.

Code of Conduct

A CoC Board member must disclose personal, professional, and business relationships when making decisions and taking action on items. If there is a conflict of interest, the member must recuse herself or himself from voting on or taking action on that item.