

# MeckHMIS Governance Committee Composition & Structure

## August 14, 2023

### PURPOSE & GOVERNANCE

The MeckHMIS Governance Committee, a committee of the Continuum of Care (CoC), oversees the CoC's HMIS implementation in partnership with the HMIS Lead. In partnership with the HMIS Lead it is responsible for ensuring that privacy and security of HMIS data is maintained, reliable and timely data about homelessness in the geographic area of the CoC is available through the Homeless Management Information System (HMIS) and other data sources, and that the HMIS is meeting the needs of users. Reliable and timely data is the foundation upon which goals, strategies and advocacy efforts to achieve the CoC's vision are built.

### COMPOSITION & STRUCTURE

HUD Technical Assistance providers worked with Mecklenburg County (the HMIS Lead) and the community to develop the MeckHMIS Governance Committee. The proposed composition and structure ensures there is broad and diverse representation of all populations and services that impact or are impacted by system performance, data collection, data analytics, and the HMIS system in Charlotte-Mecklenburg.

### **ROLES & RESPONSIBILITIES**

In order to ensure that the CoC has the data needed to develop plans and goals, assess progress, monitor system and project performance, report to funders, service providers, and the public, assure client privacy, and meet user needs, the MGC responsibilities shall include:

- Assist in crafting the HMIS implementation vision and strategy
- Review and approve HMIS Policies & Procedures at least annually that set baseline requirements for compliance with HUD Data Standards for the management and operation of the HMIS, including, but not limited to, Privacy, Security and Data Quality Plans
- Ensure the operation of HMIS is in compliance with federal regulations and all State and local laws
- Review and approve data quality, security and administrative documents at least annually
- Review and troubleshoot CoC data quality issues
- Review and approve HUD-required CoC report data, including System Performance Measures, Longitudinal Systems Analysis, Point in Time Count/Housing Inventory Count etc.; before and after submission.
- Approve HMIS Cost Model & annual end user license fee
- Review program and/or System Performance monitoring data on a quarterly basis to

determine areas for improvement and report recommendations to the Governing Board.

- Review program and/or System Performance monitoring data on an annual basis and recommend program and System Performance targets to the Governing Board for approval.
- Develop and maintain CoC policies related to requests for HMIS data.
- Review and make recommendations regarding research requests for CoC data
- Review compliance with data use agreements
- Every five years, evaluate the HMIS Lead; report results to the Governing Board for approval
- Select an HMIS Lead and software, as required; recommend results to Governing Board for approval
- Negotiate a contract with the software vendor

By a majority vote, the MGC may create ad hoc working groups to accomplish the above responsibilities.

## COMPOSITION

The MGC will consist of no more than 13 members, and no fewer than 9, all of whom will have one vote. Committee members may represent more than one constituency, as described below.

- The NC-505 HMIS Lead will facilitate this committee, including developing meeting agendas in conjunction with the other members, preparing materials for the meetings, and arranging for staff support to take minutes and attendance.
- The committee will include homeless services project type representatives in elected seats: Permanent Supportive Housing/Other Permanent Housing, Rapid Rehousing, Transitional Housing, Emergency Shelter, Street Outreach, Prevention/Diversion, Victim Services Provider. The preference is for committee members to have familiarity with HMIS data or an HMIS Comparable Database and reporting.
- The committee will include the following entities as Ex Officio committee members:
  - Institute for Social Capital who has expertise in quantitative and qualitative research methodologies.at least one person with lived experience of homelessness.one NC-505 CoC Governing Board member. the NC-505 Housing and Homelessness Research Coordinator.Coordinated Entry Lead staff person
  - A Home for All evaluation representative
  - CoC Equity & Inclusion Committee member

All MGC members must also be organizational or individual members of the CoC. The MGC is committed to a diverse and inclusive committee in terms of race, gender, sexual orientation, immigration status and other factors. The Membership / Nominating Committee of the CoC will be charged with monitoring the MGC for diversity and undertaking efforts to recruit a diverse membership.

## OFFICERS

The MGC will have three officers, who will be selected by majority vote of the members. Officers will serve for a term of one-year. Any member of the Committee may serve as an officer. Officers may serve up to four consecutive terms. The term will run from January to December. The process for Officer Selection will take place each December. Interim terms of less than 12 months may occur to temporarily fill a vacant position prior to the end of the regular term.

- **CHAIR:** The Chair will preside at meetings of the MGC, participate in developing meeting agendas, publicly speak on behalf of the MGC, communicate with the Governing Board, and ensure that member representation covers all categories.
- **VICE-CHAIR:** The Vice-Chair will fulfill the functions of the Chair when the Chair is unavailable.
- **SECRETARY:** The secretary will keep meeting minutes.

## EXPECTATIONS OF MGC MEMBERS AND MGC MEETINGS

It is expected that MGC members participate fully in all aspects of the MGC, attend at least 75% of the meetings. Attendance will be reviewed quarterly. The meeting schedule will be determined by the Chair, in consultation with members and HMIS Lead. Meetings are open to the public. Minutes will be posted on the CoC website.

## VOTING PROCEDURES

For the purposes of conducting business, a quorum of the MGC will be half the voting members and no fewer than 5. The Chair will determine whether electronic voting is permitted, on a case by case basis. Each member (Ex Officio & elected) will have one vote. Action items are approved by a simple majority.

## MEETING FREQUENCY

Committee leadership will determine the frequency of committee meetings with the approval of committee members and will be responsible for communicating the schedule and location of meetings, including opportunities for virtual participation, when available. Such advance notice will include a proposed agenda, brief background information about the intended topics of discussion, including any proposed votes. Such information will be conveyed to the members of the Committee and to the Collaborative Applicant Lead Staff, who will be responsible for disseminating that information to the broader CoC membership. Special meetings may be called by the Chair with a notice of 24 hours. Agenda and minutes will be distributed to representatives electronically and publicly posted. A meeting schedule will be

adopted by the MGC each calendar year.

## **TERM LENGTHS AND LIMITS**

Committee members will serve staggered terms of three years so that approximately one-third of members will transition off the MGC or go through a nominating process each year to ensure continuity of membership. A committee member may serve up to four consecutive terms.

## **RESIGNATION AND REMOVAL**

MGC members may be dismissed by the MGC for violations of the Conflict of Interest Policy or for other violations of the CoC policies and procedures, including but not limited to:

- Missing more than 25% of the MGC meetings
- Fraud
- Failure to maintain confidentiality

Removal of a MGC member requires a majority of the MGC voting members present at a MGC meeting, but in no event shall such a vote occur if there are fewer than 5 members present. If a MGC member wishes to resign, the MGC member shall submit a letter of resignation to the MGC Chair.

## **CONFLICT OF INTEREST**

A. The purpose of the following Code of Conduct is to protect the MGC and to emphasize the MGC's commitment to the highest standards of integrity, fairness and conduct so as to ensure public trust.

B. The following Code of Conduct is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

C. The following Code of Conduct applies to all MGC members and staff and shall govern the performance, behavior, and actions of the MGC and its representatives. It is the responsibility of each MGC Member and staff person to avoid any actual conflict of interest and/or the appearance of a conflict of interest.

D. Each person to whom this Code of Conduct applies must be free of any activity, association or investment which might influence, or give the appearance of interfering with, the independent exercise of his or her judgment in conducting MeckHMIS activities or in dealing with the MeckHMIS.

1. No MGC committee member shall participate in the selection, award, or administration of a bid or contract supported by State or Federal funds if a conflict of interest is real or apparent to a reasonable person.
2. Conflicts of interest may arise when any committee member has a financial, family or other beneficial interest in the vendor firm selected or considered for an award.

3. No committee member shall do business with award contracts to or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of Federal, State, and local procurement laws and policies established to maximize free and open competition among qualified vendors.
4. Committee members shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors, or anything having a monetary value from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder, or from any party to a sub-agreement or ancillary contract.
5. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the conflict and/or financial interest and be given the opportunity to disclose all material facts to the MGC
6. Any MGC Member has a duty to recuse himself or herself at any time from involvement in any decision or discussion in which the member believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists. Voting Members of the MGC should recuse themselves from any decision. Alternate and Additional Members should recuse themselves from any discussion and decision.
7. If any member of the GC has reasonable cause to believe a GC Member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

## **PROCESS FOR MEMBER SELECTION**

Ex-officio members of the MGC will be designated by their organizations or by the Chair of the referenced Board or Committee; it is possible that one individual may fulfill more than one Ex-officio role (for example, one individual might represent both Lived Experience and the CoC Governing Board). All other elected MGC members will be voted on by the CoC Membership / Nominating Committee of the CoC Governing Board. At least one month prior to the start of a new term, which runs from January 1 – December 31, the MGC Chair will solicit applications for open seats from the community via website posting, agency distribution and CoC email list. The open seats will specify which roles/areas need to be covered, using the MGC Application Form. Nominations will be collected and reviewed by the CoC Membership / Nominating Committee with input from the MGC.

## **AMENDMENTS**

Amendments to the NC HMIS By-laws shall be submitted to the Chair for the agenda at the next regular meeting of the Governance Committee. A vote on the submitted amendment will occur at the next meeting.

## **JOINING MECKHMIS**

If another CoC wishes to join MeckHMIS, a written request must be made to the HMIS Lead for consideration by July 31 each year.