



# **LEXINGTON**

## *Homelessness Prevention & Intervention*

### **Governance Charter for Lexington-Fayette County Continuum of Care And Homelessness Prevention & Intervention Board**

The name of this CoC shall be the Lexington-Fayette County Continuum of Care and the board for this CoC shall be the Lexington-Fayette Urban County Government's Homelessness Prevention and Intervention Board, herein referred to, respectively, as the "Lexington CoC" and the "Homelessness Prevention and Intervention Board."

#### **Purpose of the CoC and CoC Board**

The Lexington CoC is the planning body in Lexington-Fayette County, KY, that coordinates the community's policies, strategies and activities toward ending homelessness. Its work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implementing strategic responses, educating the community on homelessness issues, providing advice and input on the operations of homeless services, and measuring CoC performance. In Lexington, the Homelessness Prevention and Intervention Board will establish the local process for applying, reviewing and prioritizing project applications for funding in the annual HUD CoC Homeless Assistance Grants competition. The CoC-Homelessness Prevention and Intervention Board serves the same function for local government funding and this dual role shall ensure appropriate coordination of federally and locally funded projects. A broader membership Lexington CoC Board will ratify the charter, select the Homeless Management Information System (HMIS) lead organization, review system operations and planning, and approve a coordinated assessment system.

#### **Membership of the Board**

The Homelessness Prevention and Intervention Board shall consist of thirteen (13) members, which shall be appointed by the Mayor subject to confirmation by the Lexington-Fayette Urban County Council. The thirteen (13) members shall consist of two (2) members from the Lexington-Fayette Urban County Council and at least one (1) homeless or formerly homeless individual. Each of the remaining members must include representatives from relevant organizations and projects serving homeless subpopulations, such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of intimate partner violence. One (1) Board member may represent the interests of more than one homeless subpopulation. Additionally, to the extent possible, the composition of the Homelessness Prevention and Intervention



Board shall be representative of the social, economic, cultural, ethnic, and racial groups which compose the population of Lexington-Fayette County.

#### **Leadership of the Board**

The Homelessness Prevention and Intervention Board shall have a Chairperson and Vice Chairperson elected by the Board to serve a term of one (1) year. They shall take office at the first meeting of the Board. The Vice-Chairperson shall preside in absence of the Chairperson. No member may serve as Chairperson or Vice-Chairperson for more than two (2) consecutive full (1 year) terms without at least one (1) year between terms. The Chairperson and Vice Chairperson shall be elected annually at the first meeting of each calendar year by a majority vote of the appointed HPI Board members. Candidates for Chairperson and Vice Chairperson may be nominated by appointed board members from among their own membership.

#### **Terms of Office, Vacancies, Termination**

The members of the Board shall serve four years from the date of appointment, provided the terms of those originally appointed shall be staggered in the following manner: six (6) members shall be appointed for four (4) years and five (5) members shall be appointed for two (2) years. Vacancies shall be filled for the unexpired term in the manner prescribed for the original appointment. No member may serve more than two (2) consecutive four (4) year terms. The membership of the Urban County Council members shall be deemed to have terminated upon his/her leaving office as a member of the Urban County Council.

A Board member may be removed only by a majority vote of the Lexington-Fayette Urban County Council, and only for cause, except that a member of the Board shall be automatically removed by operation of law in the event of three (3) unexcused absences, whether consecutive or non-consecutive, in any two (2) year period or in the event of absence from twenty-five percent (25%) of the CoC Board meetings in any two (2) year period. An unexcused absence is any absence in which the chair of the Board or the staff of the LFUCG Office of Homelessness is not notified of the intended absence at least twenty-four (24) hours in advance of a regularly scheduled meeting. In the event of three (3) unexcused absences or the absence from twenty five percent (25%) of the meetings over any two (2) year period, within the meaning of this section, the Office of Homelessness staff shall notify the Mayor, Council Administrator of the Lexington-Fayette Urban County Council, and provide notice to the violating member by certified mail, that a vacancy exists on the Board.

If a board member wishes to resign, the board member shall submit a letter of resignation to the chairperson.



## **Board Member Qualifications and Responsibilities**

All members of the Board shall demonstrate a professional interest in, or personal commitment to, addressing and alleviating the impacts of homelessness on the people of the community.

All members of the Board are expected to:

- Attend meetings and contribute to informed dialogue on actions the group undertakes.
- Serve on at least one committee and to fully participate in committee meetings.
- Participate in the activities of the Board, including the Point-in-Time Count; HMIS oversight; strategic planning; advocacy and public education efforts; project and system performance reviews; and the application processes for CoC Homeless Assistance Grants and other funding proposals.
- Seek input from and report back to the constituency they represent on key issues and strategies and otherwise keep abreast of needs and gaps in the CoC.

## **Board Selection**

All voting members are appointed to the Homelessness Prevention & Intervention Board, by the Mayor of Lexington and subject to ratification by the Lexington-Fayette Urban County Council. Board vacancies shall be announced in meetings of the Board and through communications outlets utilized by the LFUCG Office of Homelessness Prevention & Intervention (i.e., social media, e-newsletter, etc.) and interested parties may complete and submit the city of Lexington's application for board appointments and associated required documents. City staff members will review and recommend appointments based first on ensuring required membership of the CoC Board is maintained and will then consider attendance and participation at CoC Board and Committee meetings followed by relevant personal and professional experience. The Mayor of Lexington shall make the final decision on all appointments, subject to ratification by the Council.

## **Decision Making**

Unless otherwise specified herein, the current edition of Robert's "Rules of Order" shall govern proceedings at the Board meetings. In addition, all meetings shall provide opportunity for members of Lexington's Continuum of Care to speak, share and otherwise provide input and contribute to the work of the Board.

Seven (7) of the voting members of the Board shall constitute a quorum for transaction of business at any meeting of the Board. The acts of a majority of a quorum present at any regular or special meeting of the Board shall be the acts of the Board.



Every effort should be made for inclusiveness in committee and board meetings and opportunity shall be given for members of the Lexington CoC to speak at each meeting and on each agenda item. However, only members of the Board may vote on action items.

### **Conflict of Interest**

No member of the Board shall 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 or an organization of which the board member or a family member is a trustee, director, officer, or board member; a consultant or contractor to the organization; actively involved in the formulation of the item before the board; or an employee of the organization.

No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the Continuum of Care, Lexington CoC (CoC grant "recipient") or its subrecipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part through the HUD Homeless Assistance Grants or local homelessness funding, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure.

Upon the written request of the recipient, HUD may grant an exception to the provisions of this section on a case-by-case basis.

### **Meetings**

The Board shall meet every other month at least six (6) times each calendar year with additional called meetings held as necessary.

### **Amendment and Review**

The Lexington CoC will review, update and approve this governance charter at least annually. Amendment of the charter requires a majority vote of the Lexington CoC at a regularly scheduled meeting, provided that notice of the scheduled vote on the charter amendment was provided at least one month prior to that Lexington CoC meeting.

At no point may amendments be made to the charter which would put it in conflict with the authorizing ordinance or bylaws for the LFUCG Homelessness Prevention & Intervention Board.



## **Committees and Workgroups**

The Board shall appoint standing and ad hoc committees to fulfill the work of the Lexington CoC. Most of the Lexington CoC's work will be conducted at committee meetings.

Standing committees will include HMIS/Common Assessment Committee; Program Performance & Evaluation Committee; and the Advocacy, Issues, and Programs Committee and the Youth Action Board. An equal number of members of the Board shall be assigned to each committee and a chairperson shall be selected from among those members with the exception of the Youth Action Board which will be chaired by an individual 24 or under. That chairperson shall be responsible for reporting committee activities and recommendations to the full Board. Committee members shall be selected from members of the Lexington CoC interested in participating in these meetings and shall not be restricted to appointed Board members.

All committee meetings shall be free and open for full participation to relevant homelessness providers, stakeholders, people experiencing homelessness, community members, government offices, and other interested parties. Committee meetings shall be conducted in such a way that each entity in attendance has one vote when issues are brought forward except for the Program Performance & Evaluation Committee. Meetings of the Program Performance & Evaluation Committee shall be open and transparent meetings however, due to the nature of the committee's role in reviewing funding reports and making allocations, only those CoC Board members not affiliated with a provider of services may cast formal votes on issues before that committee.

The Board may also create time-limited ad-hoc committees to develop recommended solutions to the specific issue for which they were created.

The Lexington CoC/HPI Board Committees shall meet at least every other month and as needed with standing days/times set by the committee participants. Meetings will be scheduled and located in collaboration with the LFUCG Office of Homelessness Prevention & Intervention.

## **Full Lexington CoC Oversight Body**

The Lexington CoC will hold meetings of the full Lexington CoC membership at least semiannually. These meetings will be announced at least one month in advance with an agenda and documents published at least 7 days before the meeting. Meeting announcements and agendas will be posted on the Web site of the LFUCG Office of Homelessness Prevention & Intervention and will be shared through e-mail and social media.

**Lexington CoC Oversight Body** meetings will be open to the full CoC membership and the public and meeting minutes will be posted on the Web site of the LFUCG Office of Homelessness Prevention & Intervention. The Board will keep the full Oversight Body membership involved by involving members in committees and sharing information through e-mail, newsletters, and social media.

## **Relationship between Board and Full Lexington CoC Oversight Body Membership**



The Lexington CoC staff will publish and appropriately disseminate an open invitation at least annually for persons within the Lexington-Fayette County service area to join as new CoC members. Recruitment efforts will be documented by the LFUCG Office of Homelessness Prevention & Intervention.

### **Recruitment and Outreach**

The Lexington CoC also will identify and address membership gaps on the Board and subcommittees in essential sectors, from key providers or other vital stakeholders. The Lexington CoC will recruit members to ensure that it meets all membership requirements set forth in its governance charter, including representation of certain populations and organizations. Specifically, outreach will be conducted to obtain membership from, but not limited to, the following groups within the Lexington CoC geographic area and are available to participate in the CoC.

- Nonprofit homelessness assistance providers
- Funders
- Victim service providers
- Churches and faith-based organizations
- Government offices (especially the LFUCG Office of Affordable Housing)
- Businesses
- Advocates
- Lexington Housing Authority
- Fayette County Public Schools including district and school-level involvement
- Social service providers
- Mental health agencies/providers
- Hospitals
- Universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans
- Homeless and formerly homeless individuals
- Other relevant organizations



## **Addendums**

Changes can be made regularly to this governance document as changes in federal, state and local policy and practice demand.

**Date of Ratification by Full Lexington CoC Oversight Body:** 1-9-19

### **List of CoC Board Members at Date of Ratification:**

- Steve Polston, Founder, Board Chair, New Life Day Center - CHAIRPERSON
- Renee Shepard, Co-Owner of Graves Shepard Consulting – VICE CHAIRPERSON
- Angela Evans, Lexington-Fayette Urban County Council Member
- Kathy Plomin, Lexington-Fayette Urban County Council Member
- Janice James, Administrative Deputy Director, Hope Center
- Rodney Lee, Chairperson, Lexington Street Voice Council (representing people who are currently or formerly homeless)
- Jon Parker, Executive Director, AIDS Volunteers of Lexington (AVOL)
- Darlene Thomas, Executive Director, Greenhouse17 (domestic violence shelter)
- James Hodge, Homeless Liaison, Fayette County Public Schools
- Adrian Wallace, Broadway Christian Church
- Bruce Davis, Private Citizen
- Jennifer Forgy, Private Citizen

