



## **AK-501 Alaska Balance of State Continuum of Care Governance Charter**

### **Purpose**

The Alaska Balance of State Continuum of Care (AK-501 CoC) promotes community-wide planning and strategic use of resources to prevent and end homelessness; improve coordination and integration of mainstream resources and other programs targeted to people experiencing homelessness; improve data collection and performance measurement; and ensure that every individual and family in the Alaska Balance of State geography has an affordable place to call home and the resources and supports to remain there.

Our CoC is guided by the rules and regulations outlined in 24 CFR Part 578 – Continuum of Care Program Interim Rule. This Charter sets out the partnership framework, composition, roles, and responsibilities for the AK-501 CoC, and is the organizing principle for the collaborative partnership overseeing the homelessness system response throughout the 550,000 square miles of Alaska that make up the geographic region of the AK-501 CoC.

### **Membership**

Any organization or individual that aligns with the purpose of the AK-501 CoC is eligible to become a member. Membership applications are accessible and accepted year-round. In addition, the AK-501 CoC will publish an open invitation at least annually, on the AKCH2 website and social media, for organizations and individuals within Alaska to join as new CoC members.

The AK-501 CoC is committed to ensuring the homelessness response system and housing opportunities offered in Alaska are equitable and inclusive for all community members, regardless of race, color, religion, sex, national identity, or gender identity. We know that systems of oppression drive the overrepresentation of marginalized groups within the population experiencing homelessness. As a partnership working to support vulnerable community members, the AK-501 CoC is committed to addressing intersectional disparities through an anti-oppression framework that challenges and dismantles oppressive structures, policies, and practices. In order to do this, it is imperative that we center the voices of those with lived expertise and work to bridge silos that exist in our work. To this end, outreach will be conducted to obtain membership from the following groups:

- Non-Profit Homeless Assistance Providers
- Victim Service Providers
- Organizations serving Indigenous Alaskans
- Faith-Based Organizations
- Government Departments
- Businesses
- Advocates
- Public Housing Agencies

- School Districts
- Youth
- LGBTQIA2S Individuals
- Social Service Providers
- Mental Health Agencies
- Hospitals
- Universities
- Affordable Housing Developers
- Law Enforcement
- Veteran Service Organizations / SSVF Providers
- For-Profit Companies
- Service Funders
- Homeless and Formerly Homeless Individuals
- Elected and Public Officials
- Representatives of the Judicial System
- Landlords and Landlord Associations
- Tenant Associations
- HIV/AIDS Service Providers

Definition. A person or organization shall be considered a member in good standing of the AK-501 CoC when they have submitted a completed and signed membership application, found [here](#), that has been received by AKCH2 staff and approved by the AK-501 CoC Board. Members will have to reaffirm their commitment and attestation annually.

Organization Memberships. Organization membership applications will be accepted for those organizations that align with the vision and mission of the AK-501 BoS CoC, at the discretion of the Board. Each organization must designate the representative eligible to vote on behalf of the organization; an alternate will be accepted by identifying themselves as such during roll call if the primary voting representative cannot submit a vote. Each organization will only have one vote.

Individual Memberships. Individual membership applications will be accepted from those who are interested in and engaged with the mission and vision of the AK-501 BoS CoC, at the discretion of the AK-501 CoC Board. Individual members can also be the primary voting representative of an organization but must sign up for their individual membership with a separate personal email address. Each individual member will only have one vote.

## **Member Responsibilities**

- Elect the AK-501 CoC Board which also acts as the Alaska Coalition on Housing & Homelessness' Board of Directors
- Review, update, and approve board selection process every five (5) years
- In consultation with the Collaborative Applicant and HMIS Lead, develop, follow, and update annually this governance charter - any amendments must be approved by the CoC Membership
- Approve written standards for providing CoC assistance

## **Meetings**

The AK-501 CoC will hold standing meetings of the full membership a minimum of two times per year. By the end of each calendar year, the annual meeting schedule of the two standard meetings including dates, times, locations, and virtual attendance information for the meetings will be made available for the upcoming calendar year. The agendas will be published as early as possible on AKCH2's website. For any additional full membership meetings or special meetings called by a board member, members will be given a minimum of seven (7) days' notice, if possible.

## **Voting**

All members in good standing may receive and cast a ballot to elect the AK-501 CoC Board included in the same election process as is used to elect members to the AKCH2 Board of Directors. Ballots must be received by the date stipulated. Secure electronic voting processes are allowed. Each member may cast one vote, except if that individual has been selected to be a representative for an organization, then they must cast each vote from separate email addresses.

## **AK-501 CoC Board**

The AK-501 CoC membership must establish a CoC Board to act on behalf of the Alaska Balance of State CoC. The AK-501 CoC Board aims to represent a diverse array of local stakeholders and practitioners representing a range of interests and expertise. The Board will be representative of the organizations and of projects serving homeless subpopulations and include at least one homeless or formerly homeless individual. The AK-501 CoC Board must center equity, ask for feedback and input from persons with lived expertise, and include such input in the decision-making process. The Board will be comprised of a minimum of seven (7), but not more than fifteen (15) members. Board composition should represent geographic diversity, rural representation, position represented, lived expertise, and equity. Additionally, the Board should also look to include victim service providers, faith-based organizations, governments, businesses, advocates, public & Indian housing agencies, educators, behavioral/health service providers, affordable housing developers, law enforcement, organizations that serve veterans, and other relevant homeless subpopulations as members.

## **Term**

CoC Board members elected by the membership will hold office for three (3) years with no more than five (5) directors up for election each year. CoC Board members may serve three (3) consecutive full or partial three-year terms and then must not be on the Board for a period of at least one (1) year before seeking election.

## **Elections**

Elections will follow the proceedings outlined in the Alaska Coalition on Housing & Homelessness' bylaws.

## **Voting and Quorum**

A majority of more than 50% of the sitting AK-501 CoC Board constitutes a quorum at all meetings. The vote of a majority of Board members present at a meeting at which a quorum is present constitutes an act of the AK-501 CoC Board, including election of officers. Attendance at all meetings of the AK-501 CoC Board will be open to any interested person to observe. Some portions of a given meeting may be closed to the public at the discretion of the Board.

## Recusal/Conflict of Interest

Board members connected to agencies receiving CoC funding must recuse themselves from any specific project evaluation or funding prioritization activities. The Chair of the AK-501 CoC Board will be the same individual as the Chair of the AKCH2 Board of Directors.

## Duties

In accordance with 24 CFR 578, the AK-501 CoC Board responsibilities include, but are not limited to:

- Provide overall direction and leadership of the CoC;
- Approve overall system planning efforts, including PIT count efforts;
- Hold at least two meetings of the full membership per year;
- Issue a public invitation to join the Alaska BoS CoC at least once each year;
- Establish and operate either a centralized or coordinated assessment system;
- Establish and periodically review written standards, policies, and procedures;
- Coordination and collaboration with the ESG recipient;
- Select and operate an HMIS;
  - With approval of this charter, and until changed through an amendment to this charter, the Institute for Community Alliances is selected as the HMIS lead for the AK-501 CoC
  - Responsibilities and agreements will be negotiated and contracted annually.
- Review and approve a privacy plan, security plan, and data quality plan for the AKHMIS
- Approve plans, policies, and procedures governing the AKHMIS
- Select a collaborative applicant to facilitate the annual submission of the CoC funding application to HUD, including applying for the CoC planning grant;
  - With approval of this charter, and until changed through an amendment to this charter, AKCH2 is selected as the Collaborative Applicant for the AK-501 CoC.
  - AKCH2 is also the lead agency for the CoC's day-to-day operations.
- Design and conduct a collaborative process for the development of applications in response to a NOFO
- Approve prioritized projects for CoC funding;
- Consult with Alaska Housing Finance Corporation (AHFC) on the plan for allocating ESG program funds;
- Review annual performance reports for all recipients and sub-recipients of CoC and ESG funds and provide general updates and/or strategic recommendations regarding project performance and compliance to the CoC membership;
- Evaluate and report program outcomes among CoC and ESG recipients;
- Plan for and conduct a point-in-time count of homeless persons
- Review the AHFC Annual Action Plan as it relates to the CoC geography and make an annual determination of unmet need; and
- Conduct an annual gaps analysis of homeless needs and services in the CoC
- Develop an emergency transfer plan that meets the requirements under [§ 578.99\(j\)\(8\)](#)

## CoC Board Officers

Officers shall include the Chair, Vice Chair, and Secretary. An officer serves a two (2) year term elected by the AK-501 CoC Board by majority vote at the first standing CoC Board meeting of the year. Board officers are restricted to two (2) terms in a specific officer position. An officer can be re-elected to that position after a two (2) year absence from that office. Board Members can run for other officer positions after vacating their current officer position due to term

restrictions.

The Executive Committee of the CoC Board is authorized to make decisions on behalf of the CoC Board and the AK-501 CoC. At the next regularly scheduled meeting, the Chair will report to the rest of the Board any Executive Committee decisions made since the last regular meeting.

#### Chair

The Chair shall preside at all meetings of the AK-501 CoC Board, Executive Committee and at the Annual Meeting. The Chair shall also have other powers, duties and/or responsibilities as may be assigned by the AK-501 CoC Board. At each regularly scheduled meeting, the Chair will report to the rest of the Board any Executive Committee decisions made since the last regular meeting. An overview of AK-501 CoC Board activities from the previous fiscal year will be provided to the general membership at the annual meeting.

#### Vice Chair

The Vice Chair shall assist the Chair in the guidance and coordination of activities of the AK-501 CoC Board. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.

#### Secretary

The Secretary shall be responsible for the generation of written records of any annual, regular or special meetings of the AK-501 CoC Board. If the Secretary is unable to be present to record a meeting, they may, with the approval of the Chair, arrange for a Secretary Pro Tem. Except for Executive Sessions, any member may receive upon request a copy of the minutes from any meeting.

#### **Committees**

The AK-501 CoC Board may designate from among its members standing or special committees. Standing or special committees may contain any stakeholders but must center equity and include whenever possible a person who is currently experiencing or who has experienced homelessness.

#### **Conflict of Interest and Code of Conduct**

No AK-501 CoC 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. Disclosures of conflicts of interest shall occur annually and at any point in the interim should new or changing conflicts arise and always prior to discussion of any such issues. Volunteers of an organization applying for funds are generally not considered to have a financial interest unless they serve on the Board or in an otherwise official capacity.

AK-501 CoC Board members must recuse themselves prior to or abstain from any vote concerning the award of a grant or provision of other financial benefits to their affiliated organization.

An AK-501 CoC Board member who is a grant applicant cannot participate in the decision concerning the award of the grant or provision of other financial benefits to the member organization. No member organization representative shall participate in or influence discussions or resulting decisions that directly affect the financial interests of that individual, their immediate family, their employer, or other businesses for which they serve on the board or have a financial relationship. CoC Members must recuse themselves prior to or abstain from any vote concerning the award of a grant or provision of other financial benefits to their affiliated organization.

## **Non-Discrimination/Inclusion**

The members, officers, committee members, and contractors of the AK-501 CoC Board will be selected entirely on a nondiscriminatory basis with respect to race, color, national origin, age, disability, religion, gender, sexual orientation, or other federal, state or locally protected group. Equity is a guiding principle for the coalition and the AK-501 CoC Board will always prioritize diversity and inclusion among Board members, stakeholders, and decision-makers. The voices of those with lived expertise will be centered, and the inclusion of those from underrepresented populations will be actively sought.

Approved by unanimous consent on 3/26/2024 by a quorum of the AK-501CoC Board.