

Nashville-Davidson County Continuum of Care Governance Charter Committee

PROPOSED CHARTER REVISIONS AND RECOMMENDATIONS

NOTE: Page number reference the original Charter from 2021.

Pg 1

- Added what the HEARTH acronym stands for.
- Added “the Homelessness Planning Council shall serve as an independent body and shall be empowered to make decisions and recommendations as the governance board for the Nashville-Davidson County Continuum of Care, as required by 24 C.F.R. Part 578” pulled from the Metro ordinance that established the HPC to the bottom of the first paragraph.
- Added the word “Homelessness” before any reference to the “Planning Council” or used the acronym HPC to align with existing defined terms.
- Removed the italics in the section explaining the Anti-Racism Pledge.
- Added “The entire Pledge may be found at the end of this document.”

Pg 2

- Added “below are non-comprehensive definitions of terms” to the explanation of the Glossary.
- Added indentation and paragraph spacing to improve readability.
- Replaced “In May 2019, the CoC General Membership designated MDHA as CA for a three-year period” with “In November 2023, the CoC General Membership designated the Metro Office of Homeless Services as CA for a five-year period.”
- Added a definition for Coordinated Entry (CE).
- Replaced the word “recently” in the HMIS definition with “In 2019”.
- Added language on the designation of the HMIS lead.

Pg 3

- Added CE Lead to the list of CoC community partners.
- In the second paragraph of Section I Part B, changed “The CoC General Membership shall annually review and amend this Charter as needed...” to “The Governance Charter Committee shall annually review and amend this Charter as needed, to be approved by the GM...”
- Changed section A to be titled “Membership Application and Expectations”
- Changed the first paragraph in Section II Part A to better reflect current practices for recruiting and orienting CoC members, including naming the CA’s role.
- In the first bullet point of Section II Part A, removed “(and annual renewal)”.

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- Added “during the 12 months prior to an election” to the text explaining how members can retain voting privileges.
- Added “CoC-funded agencies are strongly encouraged to attend GM meetings, and to support and attend committee meetings. Attendance may be a factor in annual rating.”

- Added “Organizations must also assign a proxy liaison to vote in case the primary cannot make a vote.” and “Any changes in either the primary or proxy designee shall be transmitted to Collaborative Applicant staff and the Membership Chair at least 3 days prior to any vote.” to the bullet point on primary liaisons to the CoC.
- Deleted the bullet point on how the Membership Committee will conduct outreach to those who might be interested in becoming members to the CoC to reduce redundancy.
- Added a “Member Orientation” section.
- Deleted “voting is limited to one designee per member organization” in the list of benefits of membership to reduce redundancy.
- Moved the list of CoC stakeholders into a new Section D titled “Composition”.

Pg 5

- Added that the GM shall designate the CE Lead and referenced the newly added CE section.
- In the paragraph after the bulleted list, moved “to satisfy HUD’s requirement” to the beginning of the sentence and added that the CA is responsible for publishing agendas and minutes.
- Created a new section F titled “Meetings”
- Changed “The GM meeting will be facilitated by a member of the executive committee of the HPC whenever possible or a CoC member appointed by the HPC Chair” to “The GM meeting will be facilitated by a member selected by the GM via consensus”.
- Added the desired attributes for the GM facilitator and that the facilitator is responsible for creating meeting agendas “with due consideration to GM input”.
- Added “The GM meetings shall be conducted in accordance with relevant Policies and Procedures as enacted by the GM.”
- Added “To ensure clear lines of communication between the GM and HPC, a standing item on GM meeting agendas will be a report from the HPC. The GM shall appoint a liaison to report at each HPC meeting.”

Pg 6

- In the section on subsection on Quorum, add that “voting is limited to one designee per member or member organization.”
- In the subsection discussing voting for organizations, removed the words “at least” to avoid confusion and contradictory instructions on voting.
- In subsection for HPC member representation, add that HPC members are “subject to the same membership and voting requirements as individual members.”
- In the second paragraph of HPC Roles and Responsibilities, added “HPC Members are expected to review materials in advance of meetings in order to actively engage in discussion of agenda topics. The HPC is responsible for approving the methodology for the Point-in-Time Count, which should occur each January, prior to the event.” to the second paragraph.
- Removed language around the Tennessee Governor waiving in-person meeting requirements since the Charter already states that meetings are to be held in accordance with state law.
- Added “To ensure clear lines of communication between the HPC and General Membership, a standing item on HPC meeting agendas will be a report from the CoC General Membership. The HPC shall appoint a liaison to report at each GM meeting. HPC members and Executive Committee members are encouraged to attend CoC GM meetings and/or join a CoC committee.”

Pg 7

- In Part D. 1., added a paragraph to outline the process the Nominating and Membership Committee shall follow to solicit, review, and present nominees for the HPC.
- Change references to “fiscal” year to the “operating” year to avoid confusion.

Pg 8

- Moved the parts on Resignation and Removal later in the section to create a more linear flow.
- In Part E. 1., added language outlining how OHS will track and notify HPC members of gaps in their attendance.

Pg 9

- Added language outlining the process for signing up and sharing public comments at HPC meetings to reflect the policy that was adopted in July of 2023.
- Rephrased and reordered language in Part G to improve readability.
- Changed the entity that has the authority to remove HPC members from the Metropolitan Council to the Metropolitan Mayor to reflect the Metro Ordinance that established the HPC.
- Added language outlining grounds for recommending the removal of an HPC member.
- Moved the section on “Meetings, Quorum, and Voting” above “Resignation” and “Removal”
- In the section on Quorum, added that quorum is 50% plus one in parenthesis.
- Clarified the quorum and voting expectations for the HPC to recommend the removal of a HPC member.
- In Part H, reduced the number of officers from three (3) to two (2) as the Secretary role overlaps with the responsibilities of the Collaborative Applicant when it comes to recording minutes and attendance.
- Deleted “These officers shall be the liaisons between the HPC and the GM. One (1) of these officers shall preside over/facilitate the GM meetings as practicable.”

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- Deleted the section outlining the duties of the Secretary to reflect the reduction in the number of officers.
- Deleted Part J, K and L to reduce redundancy and potential contradiction with laws, ordinances, and future bylaws.

Pg 12

- Changed any reference of “ad hoc committees” to “ad hoc task forces”
- Deleted “Unless otherwise specified, all standing and ad hoc committee members shall serve for a term of two (2) years coinciding with the HPC fiscal year.”
- Deleted “The HPC shall specify duties of the ad hoc committees” to avoid any redundancy with Part G.
- Changed the lettering and numbering for Section IV to align with the formatting of other sections.
- Created a separate section to outline “Committee Membership” and “Committee Chairs”.

- In the section on Committee Membership, added that Committee chairs may recommend the removal of committee members, with a majority vote of committee members and approval from the Executive Committee.
- Added a sentence to explain the role and responsibilities of committee members.
- Added “Staff of the CA, HMIS Lead and CE Lead may not serve as committee members, but should serve as support and technical assistance/subject matter experts to committees.”
- Added duties for committee chairs to reflect current practices.
- Reordered the list of committees to group similar committees together.
- Merged Nominating Committee and Membership Committee and changes references to align.
- For Part B.3. changed the number of additional HPC member from two (2) to three (3) to reflect the reduction in the number of officers and maintain a total number of five (5) Executive Committee members.

Pg 13

- Merged the HMIS Oversight Committee and Data Committees.
- Added “annually reports on data driven local funding priorities” to the responsibilities of the Data and HMIS Oversight Committee.
- Added a “Coordinated Entry Oversight Committee” and outlined relevant responsibilities to align with the oversight expectations outlined in Section VII and VIII.

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- Added the Consumer Advisory Board, Shelter Weather Outreach and Prevention (SWOP) Committee, and Veterans Workgroup to the list of standing committees.
- In Part D, added that ad hoc task forces can be established by either the HPC *or* GM.
- Removed the Appeals Committee from the list of standing committees as the panel that reviews funding decisions appeals was determined to be more of a subcommittee of the Performance Evaluation Committee. The Governance Charter Committee instead recommended that the language outlining the appeals process be added to a Collaborative Applicant Policies and Procedures Manual.
- Added Parts G and H to establish “Committee Chairs Coordinating Meetings” and outline expectations for “Public Attendance and Conduct at Committee Meetings”

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- In Section V, removed language outlining the designation of the HMIS Lead to avoid redundancy with the newly added Section VIII, which covers the designation and evaluation of the CA, HMIS, and CE Leads.
- Added a paragraph outlining “eligible project applicants”.
- Moved “The Collaborative Applicant is also the only eligible applicant able to apply for CoC Planning funds on behalf of the CoC.” from list of CA duties to the third paragraph in Section V.
- In Section VI, removed language outlining the designation of the HMIS Lead to avoid redundancy with the newly added Section VIII, which covers the designation and evaluation of the CA, HMIS, and CE Leads.

Pg 16

- Deleted the paragraph outlining the responsibilities for the HMIS Oversight Committee to avoid redundancy with Section IV Part C, which describes the responsibilities for each standing committee.
- Added a section to define and outline the responsibilities of the Coordinate Entry Lead to mirror the existing dedicated section for the Collaborative Applicant and HMIS Leads.
- Added a section to outline the process for designating and evaluation the CA, HMIS, and CE Leads.
- Added Section VIII Part A to outline the process for designating lead agencies to manage the CA, HMIS, and CE functions. Included existing language on the terms for lead agencies and the process for opening an RFP process prematurely in response to poor performance. Added that an RFP can also be opened if the agency lead is no longer able to continue as the lead.
- The steps listed for designating the lead agency came from recommendations created by the ad hoc committee that worked on the recent Collaborative Applicant designation.
- Added Section VIII Part B to outline the process for regularly evaluating the CA, HMIS, and CE lead agencies, which includes the designation of respective oversight committees for all three leads and how performance is to be measured, reported and addressed.

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- Added a Staff Support subsection to outline how the lead agencies for CA, HMIS, and CE should provide staff support to the CoC GM, HPC, and committees.
- Added a Code of Conduct subsection to outline expectations HPC, CoC and committee members adapted from the Institute for Clinical and Economic Review (ICER).
- Added a Conflicts of Interest subsection to define conflicts, outline the process for disclosing conflicts, and set expectations for recusal in meetings.
- Added a subsection on compensation to outline how people with lived experience of homelessness can receive compensation for their participation in the Continuum of Care. This section also maintains existing clarification that HPC members cannot receive compensation for participating in the HPC.

Additional Recommendations

1. Ask the Membership Committee to review Section II Part E and work to outline a process for identifying/electing a GM facilitator, expectations for how agendas are drafted, and expectations for how motions can be made during GM meetings.
2. Ask the Performance Evaluation Committee to draft a Collaborative Applicant Policies and Procedures Manual.
3. Establish an Ad Hoc Task Force to draft Grievance Procedures to be added to the CoC Charter. An initial draft of potential grievance procedures was created by the Governance Charter Committee and can be made available to the Ad Hoc Task Force.
4. In next year's review of the Governance Charter, create a plan for pulling out charter content that could be better served living in CoC bylaws and/or policies and procedures manuals.
5. In next year's review of the Governance Charter, clarify the roles, authority, and relationship between the GM and the HPC.