



Joint Office of
Homeless Services

Continuum of Care Board Retreat

January 16, 2025

Goals of the Retreat

1. Get to know each other and work together
2. Understand the Responsibilities of the CoC as expressed in the Charter
3. Review and Approve the Charter for 2025
4. Select 2 Focus Areas for 2025 CoC Board work

Agenda

Time	Agenda Item	Facilitator
9:00-9:15	Welcome & Coffee	
9:15-9:30	Relational Work: Getting to know each other!	Alyssa Plesser
9:30-9:40	Vote on Community Agreements	Co-Chairs
9:40-11:30	Charter Review and Revision <ul style="list-style-type: none">● Presentation on charter requirements and History● Reviewing selected sections of charter for potential revision <p>*note: breaks will be built in throughout this time</p>	Co-Chairs & Alyssa
11:45	Vote on Charter	Full Board
11:50	Lunch	Co-Chairs
12:00-1:00	2025 Board Focus Areas <ul style="list-style-type: none">● Vote on 2 Focus Areas for CoC Board	Co-Chairs

Community Agreements [with edits]

- Account for power dynamics in the room and in the work. *Make every effort to share power by actively seeking input from all members, particularly those who may be marginalized or underrepresented, and approaching discussions with empathy and respect, allowing space for vulnerability.*
- Assume best intentions while honoring impact. Acknowledge that intent does not trump impact.
- Be accountable. Commit to acknowledging and working through harm caused.
- Be mindful of privilege, historical *and current* structures of oppression, *specifically anti-blackness and indigenous erasure.* Approach the work with a shared goal to lead with a lens of equity, inclusion, diversity, and anti-racism.
- Expect and accept non-closure.

Community Agreements [with edits]

- Honor the diversity in the room. Stay open to different perspectives and alternative approaches.
- Language matters. Use intentional, direct, non-violent language. Speak your truth in a way that respects all of our community agreements. Offer trigger warnings if appropriate.
- Make space, take space. Make space for those who are not speaking up as often, take space if you usually don't speak up.
- Maintain confidentiality. Share lessons learned while keeping names and identifiers confidential.
- Meet folks where they are. Do not assume knowledge on behalf of others. Be thorough, clear, and transparent in our dialogue.
- Use people-first language and refrain from stigmatizing language.
- Listen to understand, don't listen to rebut.



CoC Governance Charter: Regulations & History

Why have a governance charter?

The HUD CoC Interim Rule tells us we have to... AND

Charter acts as a guiding document to support governance by determining:

- Who has decision making authority
- How vested partners make their voices heard
- How decisions are made
- Who is responsible for what

The Regulation

HUD CoC Interim Rule mandates the creation and use of a charter to be reviewed collaboratively with the CoC, HMIS Lead, and Collaborative Applicant, and approved annually

§ 578.7 Responsibilities of the Continuum of Care.

(5) In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;

The Regulation

What does the regulation mean?

Charter must contain the following:

1. HMIS lead responsibilities
2. Collaborative Applicant responsibilities
3. Process for becoming a CoC member
4. Code of Conduct for CoC Board Members
5. Recusal process/way to abstain from voting when a conflict of interest is present
6. A way to create/appoint committees or workgroups
7. Ensure there are semi-annual meetings of the CoC

Current CoC Charter

- Developed based on the following:
 - HUD Interim Rule
 - Previous A Home For Everyone CoC Charter
 - Review of CoC Community Charters across the country
 - HUD provided TA and consultation with local HUD Field Office
 - Review by Multnomah County Legal and Chair Kafoury
 - Adjustments made by 2022-2024 CoC Board → changed role and decision making authority of jurisdictional committee; instituted process for emergency decision making
 - Balancing consistency across all other JOHS advisory bodies and uniqueness with each committee/board

Other Guiding Documents

- Participant Expectations
- CoC Written Standards for Program Delivery
- Coordinated Entry Written Standards
- HMIS MOU
- Other local policies and procedures (e.g. VAWA Policies and Procedures)

Reviewing the Charter

What is working:

- Section C - CONTINUUM OF CARE AND GENERAL STAKEHOLDER MEMBERSHIP
 - Very accessible to become a member and gain access to CoC info
- Section H - MEMBERSHIP OF THE COC BOARD
 - Size, representation, term limits
- Section P - CONFLICT OF INTEREST AND CODE OF CONDUCT
 - Board has consistently been following these policies even when having difficult conversations where folks have vested interest
- Section S - STAFFING
 - Clear staffing support for the board
- Section T - DELEGATION OF DUTIES AND RESPONSIBILITIES
 - Clear roles and responsibilities for the HMIS lead and Collaborative Applicant and relationship with the Board

Reviewing the Charter

Co-Chair Identified Sections for Review:

- Section G - CoC BOARD RESPONSIBILITIES
- Section F - FORMATION AND PURPOSE OF THE COC BOARD
- Section M - DECISION MAKING & QUORUM
- Section O - COMMITTEES
- Section R - AMENDMENT AND REVIEW

Also: Now would also be an ideal time to incorporate new name for JOHS into charter - Department of Homeless Services



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