RIVER VALLEYS
Continuum of Care

GOVERNANCE CHARTER

RIVER VALLEYS COC (ROCHESTER/SOUTHEAST MN- 502)

Revision date: FEBRUARY 18, 2021

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RIVER VALLEYS CONTINUUM OF CARE
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ROCHESTER/SOUTHEAST MINNESOTA CONTINUUM OF CARE MN-502

River Valleys CoC Governance Charter

General Provisions

A. Name

The Rochester/Southeast Minnesota Continuum of Care (MN-502) shall be known as the River Valleys CoC (hereinafter referred to as the CoC).

B. Service Area

The CoC carries out its activities throughout the Minnesota counties of Blue Earth, Brown, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, LeSueur, Martin, Mower, Nicollet, Olmsted, Rice, Sibley, Steele, Wabasha, Waseca, Watonwan, and Winona; and in the entitlement jurisdictions of Mankato/North Mankato and Rochester; and in geography shared with the sovereign nation, Prairie Island Indian Community. Each county is comprised of several cities as indicated in Attachment A "River Valleys Continuum of Care Region Jurisdiction."

C. Mission

The mission of River Valleys CoC is to prevent and end homelessness in Southeastern Minnesota by coordinating services and maximizing resources.

D. Purpose

1. The purpose of the CoC is to carry out the designated responsibilities of the HEARTH Act for its geographic area.
2. A CoC is a community planning group dedicated to organizing and delivering housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximize self-sufficiency. CoC planning includes action steps to end homelessness and prevent returns to homelessness.
3. An effective CoC system shall be comprehensive and coordinated.
4. HUD identifies the fundamental components of a comprehensive CoC system to be:
   a. Coordinated outreach, intake, and assessment (Coordinated Entry) to 1) identify an individual's or family's service and housing needs, and 2) link them to appropriate housing and/or service resources.
   b. Emergency Shelter and safe, decent alternatives to the street.
   c. Transitional Housing with services to help people successfully move into permanent housing.

d. Rapid Re-housing.
e. Permanent housing and permanent supportive housing.

5. The CoC shall include a focus on homelessness prevention strategies and services.
6. The CoC shall promote community-wide commitment to employ best practices to end homelessness. Best practices include implementing Housing First, Low Barrier Policies, Coordinated Assessment and no-wrong-door Coordinated Entry, Rapid Re-housing to exit homelessness, Person-Centered services, Trauma-informed practices, Prevention & Diversion from shelter, Whole Family supports, Prioritization of new and existing housing for people with the most intense needs, and Non-separation of families.
7. The CoC shall secure funding for efforts by providers and government entities to prevent homelessness and quickly re-house homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation that homelessness causes individuals, families, and communities.
8. The CoC shall promote access to and effective utilization of mainstream programs by homeless individuals and families.

E. Responsibilities

1. Coordinate a housing and service system that meets the needs of the homeless individuals and families, including outreach, engagement, and assessment; shelter, housing, and supportive services; and prevention strategies.
2. Maintain a fully functioning statewide HMIS (Homeless Management Information System).
3. Plan and conduct annual PIT count of homeless persons that meets HEARTH Act requirements and support broad participation in the triennial Statewide Homeless Study throughout the CoC region.
4. Conduct an annual gaps analysis of the homeless needs and services available in the CoC region.
5. Provide current and accurate information to Consolidated Plan jurisdictions in the region.
6. Consult with ESG recipients on the plan to allocate funds and to report on and evaluate the performance of ESG projects.
7. Consult with housing and service programs to establish performance targets appropriate for population and program type, monitor performance, evaluate outcomes, and take action to improve performance.
8. Hold regular and open CoC meetings and, at least annually, invite new members to participate.
9. Select a board to act on behalf of the CoC and appoint committees/workgroups to accomplish specific tasks.
10. Review and update the governance charter at least annually.
11. Work with grantees to evaluate project performance and improve performance.
12. Coordinate the CoC application submission and project application solicitation.
13. Build provider expertise and capacity with trainings, information sharing, and technical assistance.

Membership

F. Open Membership and New Members

Membership in the CoC is open to all stakeholders in the CoC service area, including nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans, homeless and formerly homeless individuals.

Annually, the CoC shall issue a public invitation for any interested person within the region to become a member of the CoC. The invitation will be sent to relevant organizations in the region. New members may enroll at any time during the year by completing the CoC Membership Request form.

Any person interested in improving the response to homelessness who either lives or works in the NE region may participate in the CoC. Membership is defined by submittal of a Member Agreement, attendance, and participation in a least one CoC meeting annually, including attendance at any sub-committees created to carry out the responsibilities of the CoC.

G. Types of Membership

Continuum of Care planning involves a membership that is extensive and inclusive. The CoC shall have three categories of membership/participation:

1. Agency Membership. Agency Membership shall include traditional homeless and low-income housing service agencies representing homeless persons in the CoC geographic region.
    a. Agency Members must show a vested interest in the CoC process by entering into a Membership Agreement, committing to regular representation at meetings, and participating on one of the Committees.
    b. Agency Members are expected to designate at least one (1) staff person to attend all CoC meetings and chosen committee meetings or find an appropriate substitute to attend in their place.
    c. Attendance by Agency Members at fewer than half of the CoC meetings in the past year (from the date of the vote) shall suspend the General Member agency's funding voting privileges until such time as they reach 50% attendance.
    d. The CoC shall strive to have participation from all 20 counties and from subpopulations served through the homeless response system represented within Agency Membership.

2. Individual Membership. Individual Members include homeless/formerly homeless persons and other community members whose input is deemed vital and necessary by the CoC, but whose typical participation at meetings or committee meetings is unlikely. Individual members may participate at any meeting or committee meeting, but participation may primarily occur through other means (e.g. focus groups, presentations, and surveys.).

    Individuals who attend CoC meetings and individuals who respond to inquiries by the CoC through

participation in focus groups, surveys (written, phone, e-mail or other electronic media), or other methods of direct participation will be considered Individual Members and will be reported as members of the CoC in reports to HUD and other agencies requiring reports from the CoC.

If homeless/ formerly homeless persons wish to attend meetings or committee meetings, they may receive stipends and travel expenses when available.

a. Individuals who desire to vote must show a vested interest in the CoC process by entering into a Membership Agreement, committing to regular representation at meetings or activities.
b. Voting privileges for Individual Members shall be suspended if individuals do not meet the applicable attendance threshold below. Voting privileges are restored at such time as attendance meets or exceeds threshold levels.
    i. Individuals participating as persons with lived experience of homelessness: 33% of CoC meetings in the past year (from the date of the vote).
    ii. Other individuals: 50% of CoC meetings in the past year (from the date of the vote).

3. Minnesota Interagency Council on Homelessness Representative. The Minnesota Interagency Council on Homelessness (MICH) may appoint a non-voting Ex-Officio member.

H. Member Responsibilities

1. The Membership is the official governing body of the CoC, also called the CoC Board. Members making up the CoC Board are responsible for ensuring that the CoC meets all requirements of CoCs as set forth in the Hearth Act 24 CFR § 578. Details included in the CoC Board section of this document.
2. Members will vote directly to approve the governance framework set forth in this Governance Charter and any subsequent changes or additions to the Governance Charter.
3. At least every two years following initial approval of this Governance Charter, members will review, update, and approve changes to the Governance Charter.
4. Unless the Board selection process is changed by a subsequent amendment to the Governance Charter, members will vote annually to elect directors to available board positions.

I. Member Conduct

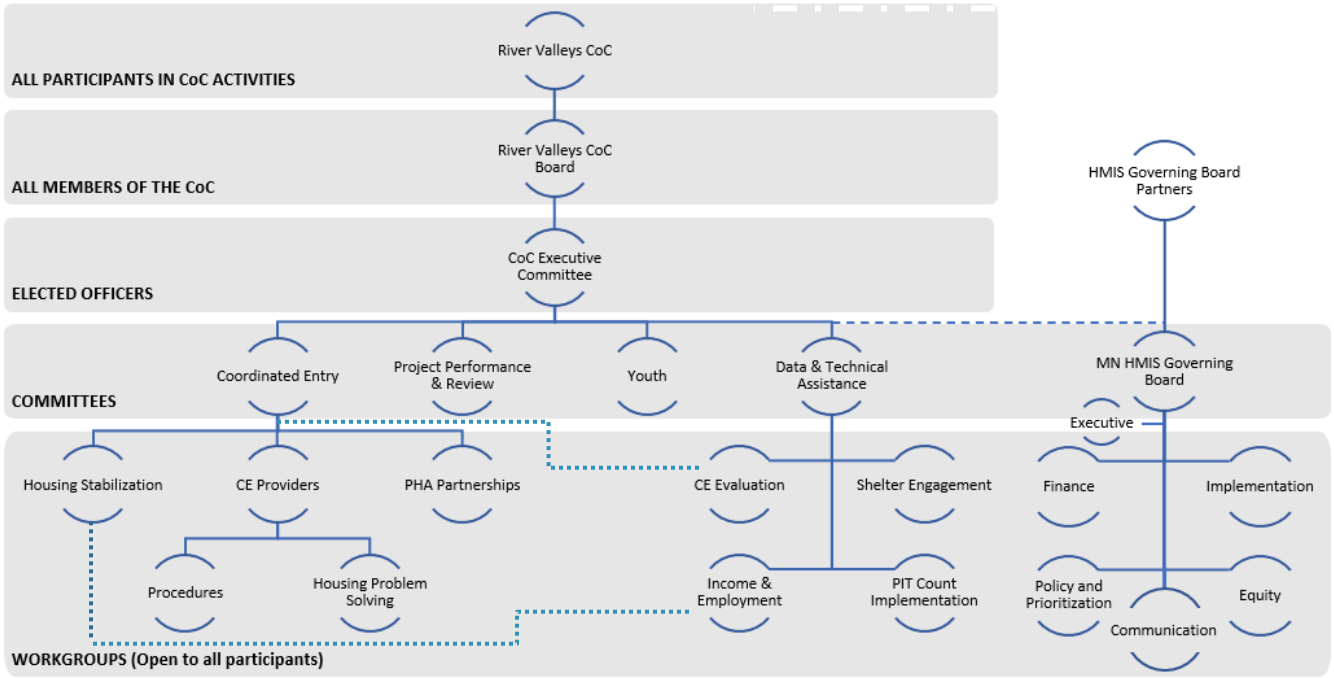
1. CoC members will exercise care, diligence and prudence when acting on behalf of the CoC. These individuals must timely complete work they have agreed to undertake on behalf of the CoC.
2. Members must attend CoC and Committee meetings and be prepared to discuss matters presented for their deliberation.
3. CoC members will abide by the CoC's Conflict of Interest policy and Non-Discrimination Policy, Code of Conduct, and Rules of Engagement.
4. Members document commitment by signing and submitting the Member Agreement for agencies or for individuals to the CoC Coordinator. The Member Agreements (for individuals and for agencies) are included in attachments to this Governance Charter.

Organizational Structure

J. Organizational Chart

River Valleys CoC is organized with a governing Board, and with committees and workgroups established to advance its work toward the CoC's mission. Elected officers from each committee and from the general membership shall convene in an Executive Committee to provide overall guidance to for the CoC.

A diagram of the CoC's organizational structure is as follows:



K. CoC Board

1. **Composition**. The CoC Board is made up of all voting members, including agency members and individual members, of the CoC.
2. **Terms.** Board member terms begin at the time a member's Member Agreement is submitted and accepted by the CoC and extend until the individual member or agency member participation falls below the threshold for voting.
2. **Duties**. The Board will act on behalf of the CoC to fulfill the regulatory duties of a Continuum of Care as set forth in the HEARTH Act (24 CFR § 578). The Governing Board shall be responsible for approval and implementation of all CoC policies and procedures. Specific responsibilities of the Governing Board include, but are not limited to:
    a. Lead organization for planning, development, and implementation of the response to homelessness in the CoC, also referred to as the CoC Plan.
    b. Drafting and approving all formal documents related to the above described responsibilities.

c. Strategic planning and goal setting.

d. Monitoring and evaluating performance goals for all CoC and ESG-funded homeless housing and service providers in the CoC region.

e. Monitoring and evaluating system-wide goals related to ending and preventing homelessness.

f. Ensuring the availability of data for planning and goal setting.

g. Establishing priorities and making decisions about the allocation of CoC resources.

h. Developing written guidelines that define CoC priorities, eligibility standards for all components of the CoC Plan. and data collection and reporting requirements for all providers.

i. Aligning and coordinating CoC and other homeless assistance and mainstream resources.

j. Establishing sub-committees and task forces, as needed, to carry out the work of the NE CoC.

k. Enter contracts and MOUs on behalf of the COC and monitor performance under these contracts.

l. Establish and implement a communications plan to ensure transparency of CoC operations and results to the CoC membership and the public.

L. Elected Officers

1. Composition. Elected Officers of the CoC make up the membership of the CoC Executive Committee. Elected Officers shall consist of two CoC Co-Chairs, one from the private sector and one from the public sector whenever possible; CoC Coordinator; a Recording Secretary; and a Chairperson from each standing Committee.
2. Election. Annually, the expiring Co-Chair and Committee Chairs shall be elected by the membership to serve during the calendar year, January 1 through December 31.
    a. Elections of CoC Co-Chairs will occur at the November or December meeting of the CoC General Membership. Nominations shall be requested at least 30 days before elections.
    b. Elections of Committee Chairs will occur within each Committee at the meeting nearest to the end of the calendar year. Nominations will be sought from the Committee and General Membership at least 30 days before election.
3. Terms. Co-Chairs shall serve staggered terms of two (2) years. Committee chairs will serve one-year terms. There is no limit to the number of terms an Executive Officer can serve.
4. Duties.
    a. Elected Officers shall act in the way they believe to be in the best interest of the CoC, and not as representatives of any other agencies/organization/entity.
    b. Co-Chairs shall:
        i. Assist CoC Coordinator to prepare agendas and related material for the CoC.
        ii. Chair CoC meetings.
        iii. Make necessary appointments to committees, task forces and other such groups within the scope of CoC responsibility.
        iv. Sign Certification of Consistencies, Support Letters, etc. on behalf of the CoC.
        v. Perform other tasks as needed.

5. **Vacancy.** In the event of a vacancy in any of the positions during the year, the vacant position shall be filled as soon as possible. Co-Chair vacancies will be announced, and nominations solicited at the next plenary meeting. Committee Chair vacancies will be announced, and nominations solicited at the next committee meeting. If necessary to conduct business, Committees may use the e-vote process to fill vacancies.
6. **Resignation and Removal of Officers**. Any officer may resign at any time by giving written notice to either of the Co-Chairs. Any officer may be removed by majority vote of remaining officers for repeated absence, misconduct, failure to participate, or violating conflict of interest policies.

M. Committees

1. The CoC will have five (5) standing committees wholly within the CoC: Executive; Project Review and Rating; Data and Technical Assistance; Coordinated Entry; and Youth. There will also be an HMIS (Homeless Management Information System) Governing Board, which functions within the formal CoC structure as a Committee but with which the CoC shares authority and oversight with other CoCs and statewide partners.
    a. **Executive Committee**.
        1. Oversight. The Executive Committee comes under the oversight of the CoC membership. The Executive Committee is made up of elected officers and others who are advisors to the CoC and who will inform and make recommendations to the General Membership. They will conduct business as needed between the plenary meetings and report to the General Membership.
        2. Duties. The Committee is responsible to:
            a. Provide oversight and direction to the CoC.
            b. Monitor the CoC planning budget.
            c. Facilitate plenary meetings and staff committee meetings.
            d. Issue public invitation annually for new members in the CoC geography.
            e. Facilitate annual CoC assessment of needs, resources, and project priorities.
            f. Promote and oversee regional plans and support local plans to prevent and end homelessness.
            g. Organize, coordinate, and draft the annual HUD CoC Program application.
            h. Consult with State and local ESG recipients in the CoC geographic area on allocation plan for ESG funds and reporting/evaluating performance of ESG programs.
            i. Build capacity and partnerships between the CoC and leadership in county and state government.
            j. Mentor new CoC members and grantees.
        3. Membership guidelines. The Executive Committee consists of two (2) Co-Chairs, CoC Coordinator, Recording Secretary, and Chairs of all Committees. Up to three (3) additional ad hoc members may be appointed at the discretion of the Executive Committee.
    b. **HMIS Governing Board.**
        1. Oversight. The HMIS Governing Board comes under the oversight of the CoC membership,

which shares oversight with the other CoCs in Minnesota, the State funding programs, and the Minnesota Tribal Collaborative to End Homelessness.

2. Duties. The Committee (Governing Board) is responsible to:
    a. Provide strategic planning, policies, and priorities for the administration of the HMIS program.
    b. Develop and approve a system-wide budget for the HMIS program.
    c. Develop resources to meet HMIS program budget needs.
    d. Coordinate decision-making among the CoCs and other stakeholders related to designation of the Lead Agency/Statewide System Administrator (LA/SSA).
    e. Resolve issues as they arise related to the HMIS program and participate in annual review of the performance of the designated LA/SSA.
    f. Direct all public communications related to the HMIS program.
    g. Advise key stakeholders on the use of HMIS program data for research purposes to enable the production of jurisdictional reports, including the reporting needed to meet state and HUD requirements.
    h. Establish and maintain a grievance policy that is understood and trusted by all constituencies.
    i. Ensure system compliance with HUD and legislative mandates.
    j. Appoint members and officers of the HMIS Governing Board, consistent with protocols established by the HGB.
    k. Serve as a forum for broader stakeholder engagement, program coordination, policy, planning, and operation of HMIS program.
3. Membership guidelines. Membership is determined by the HMIS Governing Board By-Laws.

c. Project Performance & Review Committee.

1. The Project Performance & Review Committee comes under the oversight of the Executive Committee and reports to the General Membership.
2. Duties. The Committee is responsible to:
    a. Make recommendations on the use of new resources and/or on redirecting existing resources.
    b. Assist with funding decisions about federal, state, and local homeless resources.
    c. Provide insight and education/advocacy on housing and homeless developments/projects.
    d. Advocate for efficient, appropriate use of public resources.
    e. Establish performance targets for population and project types in consultation with program grantees.
    f. Monitor program compliance and effective delivery of services and housing assistance.
    g. Ensure new project applicants meet funders' thresholds for funding.
    h. Lead the project evaluation and application review processes of the CoC.
3. Membership guidelines. To avoid conflicts of interest, committee membership may not

include current HUD CoC program grantees, recent (within past 12 months) HUD CoC program grantees, or current applicants for HUD CoC program funds. Grantees/applicants of other programs that may be reviewed by the committee shall not participate in committee reviews related to those programs. Ad hoc members may be sought to ensure broad CoC representation in project reviews.

d. Data & Technical Assistance Committee.

1. Oversight. The Data & Technical Assistance Committee comes under the oversight of the Executive Committee and reports to the General Membership.
2. Duties. The Committee is responsible to:
    a. Provide technical assistance to new and struggling projects, and mentor new CoC members and grantees.
    b. Monitor and inform the CoC network about new projects, public and private resources, project quality issues, and utilization of targeted permanent supportive housing.
    c. Work with the Coordinated Entry Committee to monitor and report outcomes of Coordinated Entry to the Executive Committee and the General Membership and recommend actions to improve Coordinated Entry implementation, especially for target populations, e.g. youth, military veterans.
    d. Recommend and ensure training as needed.
    e. Assist in planning and facilitating the annual counts of both sheltered and unsheltered homeless persons (point-in-time count) and other pertinent studies.
    f. Provide information analysis and dissemination.
    g. Review APRs and HMIS data quality, providing technical assistance when needed.
    h. Select and support CoC representatives in statewide HMIS governance to ensure compliance with HUD requirements.
3. Membership guidelines. Membership for the Committee is open to all members, approved by the General Membership.

e. Coordinated Entry Committee.

1. Oversight. The Coordinated Entry Committee comes under the oversight of the Executive Committee and reports to the General Membership.
2. Duties. The Committee is responsible to:
    a. Develop and implement a coordinated intake and assessment system within the CoC's geography, including the development of written standards for providing assistance to participants in CoC and ESG-funded programs.
    b. Oversee system to coordinate referrals to housing with all homeless programs in the region, including but not limited to programs for homelessness prevention, diversion, emergency assistance and shelter, drop in centers, host homes, transitional housing, rapid re-housing, and permanent supportive housing.
    c. Coordinate outreach efforts with schools, landlords, discharge planners, law enforcement, churches, and civic groups, and with Homeless Response Teams in each of the 20 counties.
    d. Facilitate improved use of and access to mainstream resources.
    e. Link CoC with Minnesota's statewide Coordinated Entry planning, initiatives, and staff.

f. Work with the Data & TA Committee to monitor and report outcomes of Coordinated Entry to the Executive Committee and the General Membership and recommend actions to improve implementation, especially for target populations, e.g. youth, military veterans.

3. Membership guidelines. Membership for the Coordinated Entry Committee is limited to nine members, approved by the General Membership. The Coordinated Entry Committee will make an open call for nominations and, if necessary to fill seats, serve as a nominating committee. All nominations received will be brought forward to the General Membership as part of annual committee and officer elections.

   a. Coordinated Entry Committee Members will serve two-year consecutive terms.

   b. As much as possible, committee membership will represent the entire CoC geographic area with not more than two- thirds of members from either Region 9 (western half) or Region 10 (eastern half). Membership will strive to represent all relevant program types and at least one priority population, including but not limited to the following:

      i. Coordinated Entry Housing Navigator (non-voting, considered CoC staff)

      ii. Emergency Shelter

      iii. Homeless Prevention

      iv. Housing Support (formerly GRH)

      v. HUD Chronic

      vi. Housing and Redevelopment Authority

      vii. Long Term Homeless

      viii. Rapid Re-housing

      ix. Transitional Housing

      x. Priority Populations: Domestic Violence, Veteran, and Youth

f. Youth Committee.

1. Oversight. The Youth Committee comes under the oversight of the Executive Committee and reports to the General Membership.

2. Duties. The Committee is responsible to:

   a. Develop collaborations with youth who have or still are experiencing homelessness

   b. Build stronger connections with county and state child welfare, education, and criminal justice agencies

   c. Support expansion of housing options for youth in southern Minnesota, including rapid re-housing and host homes programs

   d. Gather better data on youth experiencing homelessness through the annual Point-in-Time Count

   e. Conduct community outreach to highlight the needs of youth experiencing homelessness

   f. Ensure youth needs are met through the CoC's Coordinated Entry system

g. Lead efforts develop a CoC application for Youth Homelessness Demonstration Grant funding

3. Membership guidelines. Membership for the Committee is open to all members, approved by the General Membership.

2. Standing Committees are notwithstanding to the changing needs of the CoC and will be reviewed annually by the Executive Committee. Amendments proposed must be approved by the General Membership (or HMIS Governing Board as applicable).
3. Ad hoc committees (also called work groups) may be developed by a Committee as needed to handle a specific situation or issue that does not fall within the assigned function of an existing standing committee, or for which there is a defined start and end date.
4. Membership of committees will be approved as a slate annually by the CoC membership. Nominations for committee members will be accepted and approved following the same schedule as nominations and elections of officers.

Rules of Governance and Operation

N. Meetings

1. Full CoC (Membership) Meetings

a. The full membership of the CoC will meet at least nine times per year.

b. All meetings shall be held at the call of the Co-Chair(s).

c. Meetings are open to the public and shall be held in accordance with River Valleys CoC Rules of Engagement.

d. The Co-Chairs shall preside over all meetings when present. The Co-Chairs shall appoint a member as acting co-chair in his/her absence.

e. One meeting per year will be designated as the Annual Meeting. The agenda for the Annual Meeting will include:

1. Election of officers and approval of committee membership slates

2. Review of any proposed changes to the CoC Governance Charter.

2. Committee Meetings

a. The CoC will carry out its responsibilities through the work of several standing committees and ad hoc committees (or work groups).

b. All CoC members may participate on committees and work groups of the CoC. As noted in the descriptions of committees in the Membership section of this document, voting in some committees may be limited to a slate of voting members approved by the CoC General Membership. Participation is also limited in the Executive Committee; its members are elected and/or appointed.

c. Policies and policy decisions made by the committees and work groups must be approved by the CoC General Membership before taking effect.

d. Committee meetings may be called by the Committee Chair or CoC Coordinator.

3. Special Meetings

   a. A special meeting may be called by the Co-Chairs, Executive Committee or ¼ of membership. One quarter of membership shall be calculated from the number of members covered by current Member Agreements and who have attended at least 50% of meetings in the past 12 months.

   b. Proper notice shall be given for all special meetings.

O. Meeting Notices and Minutes

1. An annual schedule of CoC meetings shall be posted on the CoC webpage.
2. Notice of place, date, and time of each CoC, committee and special meeting shall be sent to members by email or other reasonable means of communication at least four business days before the meeting date.
3. Meeting minutes will be drafted and disseminated to the General Membership prior to the next meeting, along with the upcoming meeting agenda.
4. Minutes will be reviewed and approved at the next CoC meeting and, once approved, they shall be posted on the CoC webpage for twelve months.

P. Quorum & Voting

1. Members present at any properly announced meeting of the CoC shall constitute a quorum. Issues presented to the CoC members for a vote will be decided by simple majority of the votes cast.

   Exception: For project ranking for the annual HUD CoC Program competition application and any decisions that involve funding, each member that has had representation at 50% or more of meetings held in the previous twelve calendar months shall have one vote. Votes can be called by the chairperson facilitating the meeting.

2. Proxies. Board members may have proxies attend meetings in their place. Proxies from Agency Members shall have the same voting rights as the Board member.
3. Action without a Meeting.

   a. Within standing committees, electronic voting (soliciting, casting, and collecting of votes) will be acceptable for time-sensitive concerns. Issues presented for electronic vote will be decided by simple majority of the votes cast. All electronic votes will be collected via online survey and recorded in the minutes of the next committee meeting, and records of the electronic vote will be attached to the minutes. Electronic votes can be called by Committee Chair.

   b. Within the CoC Membership, electronic voting (soliciting, casting, and collecting of votes) will be acceptable for time-sensitive concerns related to the annual HUD CoC application and decisions that involve funding. Issues presented for electronic vote will be decided by simple majority of the votes cast. All electronic votes (from eligible organizations with representation at 50% or more of meetings in the previous twelve months) will be collected via online survey and recorded in the minutes of the next committee meeting, and records of the electronic vote will be attached to the minutes. Electronic votes can be called by the CoC Co-Chair.

Q. Adopted Policies

1. In accordance with the voting procedures described in this Governance Charter, the CoC Membership has adopted policies to further detail the operations of the CoC. Policies adopted by the CoC are effective immediately upon approval by the Membership unless otherwise stated in the resolution to adopt the policy.
2. All policies adopted by the CoC as of the date of this revision of the Governance Charter are listed in Attachment B and posted to the CoC website.

Appointment of Agents & Designation of HMIS

R. Collaborative Applicant

1. The CoC is responsible for designating a Collaborative Applicant.
2. Three Rivers Community Action, Inc. is the registered non-profit agency authorized by the CoC to act as the CoC's fiscal agent and Collaborative Applicant.
    a. The authorized fiscal agent shall provide the CoC with an annual financial report.
    b. The Collaborative Applicant board shall approve the CoC Governance Charter and Impasse Policy.
3. Duties of the Collaborative Applicant shall be as defined within the Hearth Act (24 CFR § 578) unless otherwise defined by MOU with the CoC.
4. Staff
    a. The Collaborative Applicant shall employ a Coordinator who will support and coordinate the vision and purpose of the CoC and a Coordinated Entry Specialist who will support the implementation of a Coordinated Entry System in the CoC geography. The Collaborative Applicant shall employ or subcontract for Coordinated Entry Navigators as funding allows. All other agencies that receive funds for Navigators must secure an agreement with the Collaborative Applicant and CoC to ensure coordinated activity.
    b. The Collaborative Applicant may employ a secretary who will keep accurate records of the acts and proceedings of all meetings of the CoC. Such records will include names of those in attendance.
    c. All job descriptions, duties, and assignments of the CoC staff/volunteers/interns shall be approved in consultation between the CoC Executive Committee and Collaborative Applicant.

S. HMIS Lead Agency & Designated HMIS (System)

1. The CoC will utilize a Homeless Management Information System (HMIS).
2. The CoC designates the Institute for Community Alliances and WellSky's Service Point system as the single Homeless Management Information System for the CoC's geography.
3. The Institute for Community Alliances serves as the CoC's HMIS Lead Agency.

4. The duties and responsibilities for the CoC, the HMIS Lead and Contributing HMIS Organizations are set forth in further detail in the HMIS Memorandum of Understanding, HMIS Governing Board by-laws, and in HMIS grant applications/agreements.

T. Funding Considerations

The work of Collaborative Applicant staff and HMIS Lead Agency staff is dependent on the availability of funding. Funding sources may include HUD planning or HMIS grants, MHFA and GMHF, CoC Development Fees, and new sources as identified.

The CoC is responsible for securing resources in accordance with the duties assigned to the Collaborative Applicant and HMIS Lead Agency.

Approval of Governance Charter and Subsequent Amendments

U. Governance Charter

1. **Review.** The Governance Charter shall be reviewed at least annually and updated as needed.
2. **Amendment.** The Governance Charter may be amended at any plenary meeting by a vote of a simple majority of the members of the CoC with at least 50% attendance in the past 12 months.
3. **Notice.** Written notice of any proposed amendment shall be e-mailed to all members of the CoC at least four (4) calendar days prior to the meeting at which such action is proposed.
4. **Effective Date of Amendment.** No amendment to these by-laws shall take effect or be binding until said amendment(s) have been approved by the majority of the members of the CoC and the Collaborative Applicant Board.

This River Valleys CoC Governance Charter for Rochester/Southeast Minnesota Continuum of Care (MN-502) was originally approved by the River Valleys Continuum of Care membership on November 21, 2013, and by the Board of Directors of the Collaborative Applicant, Three Rivers Community Action, Inc. on December 18, 2013.

The current amended version was approved by CoC membership on February 18, 2021.

CoC Co-Chairs authorized to sign: Nancy Bokelmann, City of Mankato; Jenn Lamb, Southwest Minnesota Housing Partnership.

Signature	River Valleys CoC Co-Chair Title	2/22/2021 Date

Approval by Board of Directors of the CoC Collaborative Applicant, Three Rivers Community Action, is documented by signature below. Revisions are effective as of the date below.

Signature	Title	Date

Revision History:

1. 10/15/2015 by CoC membership, 11/17/2015 by the Collaborative Applicant Board.
2. 7/21/16 by CoC membership, 8/17/16 by the Collaborative Applicant Board.
3. 12/15/16 by CoC membership, 1/18/17 by the Collaborative Applicant Board.
4. 1/18/18 by CoC membership, 2/21/18 by the Collaborative Applicant Board.
5. 7/19/18 by CoC membership, 8/15/18 by the Collaborative Applicant Board.
6. 7/18/19 by CoC membership, 9/17/19 by the Collaborative Applicant Board.
7. 2/18/19 by CoC membership. Date above by the Collaborative Applicant Board.

Attachments to River Valleys CoC Governance Charter

A. River Valleys CoC Jurisdiction
B. River Valleys CoC Policies
C. River Valleys CoC Code of Conduct
D. River Valleys CoC Rules of Engagement
E. River Valleys CoC Member Agreements

Attachment A:
Jurisdiction

BLUE EARTH COUNTY	Amboy Eagle Lake Good Thunder Lake Crystal	Madison Lake Mankato Mapleton	Pemberton St. Clair Vernon Center
BROWN COUNTY	Cobden Comfrey Evan	Hanska New Ulm	Sleepy Eye Springfield
DODGE COUNTY	Claremont Dodge Center	Hayfield Kasson	Mantorville West Concord
FARIBAULT COUNTY	Blue Earth Bricelyn Delavan Easton	Elmore Frost Kiester Minnesota Lake	Walters Wells Winnebago
FILLMORE COUNTY	Canton Chatfield Fountain Harmony Lanesboro	Mable Ostrander Peterson Preston Rushford	Rushford Village Spring Valley Whalan Wyckoff
FREEBORN COUNTY	Albert Lea Alden Clarks Grove Conger Emmons	Freeborn Geneva Glenville Hartland Hayward	Hollandale Manchester Myrtle Twin Lakes
GOODHUE COUNTY	Cannon Falls Dennison Goodhue Kenyon	Lake City Miesville Pine Island	Red Wing Wanamingo Zumbrota
HOUSTON COUNTY	Brownsville Caledonia Eitzen	Hokah Houston	La Crescent Spring Grove
LE SUEUR COUNTY	Cleveland Elysian Heidelberg Kasota	Kilkenny Le Center Le Sueur	Montgomery New Prague Waterville

MARTIN COUNTY	Ceylon	Northrop	Trimont
	Dunnell	Ormsby	Truman
	Fairmont	Sherburn	Welcome
	Granada		
MOWER COUNTY	Adams	Grand Meadow	Rose Creek
	Austin	Le Roy	Sargeant
	Brownsdale	Lyle	Taopi
	Dexter	Racine	Waltham
	Elkton		
NICOLLET COUNTY	Courtland	Nicollet	St. Peter
	Lafayette	North Mankato	
OLMSTED COUNTY	Byron	Eyota	Rochester
	Chatfield	Oronoco	Stewartville
	Dover	Pine Island	
PRIARIE ISLAND INDIAN COMMUNITY			
RICE COUNTY	Dundas	Morristown	Veseli
	Faribault	Nerstrand	Warsaw
	Kilkenny	Northfield	Webster
	Lonsdale		
SIBLEY COUNTY	Arlington	Green Isle	New Auburn
	Gaylord	Henderson	Winthrop
	Gibbon		
STEELE COUNTY	Blooming Prairie	Medford	
	Ellendale	Owatonna	
WABASHA COUNTY	Bellechester	Lake City	Plainview
	Elgin	Mazeppa	Wabasha
	Hammond	Millville	Zumbro Falls
	Kellogg		
WASECA COUNTY	Janesville	Waldorf	
	New Richland	Waseca	
WATONWAN COUNTY	Butterfield	Lewisville	Odin
	Darfur	Madelia	St. James
	La Salle		
WINONA COUNTY	Altura	Lewiston	St. Charles
	Dakota	Minnieska	Stockton
	Elba	Minnesota City	Utica
	Goodview	Rollingstone	Winona

Attachment B:

Policies

As of February 18, 2021:

1. CoC Development Fee
2. CoC Support for Project Applications
3. Coordinated Entry System
4. Data Access and Release
5. Discharge Planning
6. Education for Children & Youth
7. Grievances
8. Local Competition Guide for CoC Program Funding
9. Meeting Cancellation/Bad Weather
10. Non-Discrimination
11. Participation Stipend for Homeless/Formerly Homeless Persons
12. Training and Technical Assistance

A complete and current list of policies is posted on the CoC webpages at https://www.threeriverscap.org/continuum-of-care/governance

Attachment C:

Code of Conduct

Commitment and Professionalism are vital to creating and maintain an effective and efficient Continuum of Care (CoC) process that will benefit each member of the River Valleys CoC and the homeless individuals and families they represent. Both qualities are integral to creating a sustaining a strong CoC membership in which collaboration and services can grow.

Obligations:
Within River Valleys CoC meetings and events, as well as in the agencies and communities represented, members commit to:

1. Represent in a fair, honest, and respectful manner their individual agencies, their communities, the CoC, and the homeless individuals and families they represent.
2. Consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of the CoC partnership and persons experiencing homelessness.
3. Strive to be informed on the purpose of the CoC and the member's role as constructive participants in the collaborative work of the CoC.
4. Stay up to date on CoC strategies and planning and actively support the goals and strategies of the CoC.
5. Keep their promises to the CoC and its members, and to avoid unwise or unclear commitments that they are unable to fulfill.
6. Uphold professional standards of conduct, exhibiting respectfulness, fairness, and honesty.
7. Clarify their professional roles and obligations, exercise reasonable judgment, and take precautions to ensure that any potential biases or conflicts of interest do not unjustly affect the CoC process or other members of the CoC.
8. Resolve conflicts with other members in a responsible fashion and encourage conflict resolution among other members.

Leaders within the CoC, i.e. committee members and chairs, have the extra responsibility of setting an example by their personal performance and attitude to convey honest, respectful, and ethical values, and a consistent commitment to the shared goals of preventing and ending homelessness.

Attachment D:

Rules of Engagement

Within River Valleys CoC meetings and events, we strive to work together and engage with each other in ways that demonstrate mutual respect and that maintain focus on our shared goals. Even when we may disagree with each other, members commit to:

1. Start and end all meetings on time.
2. Adhere to meeting agendas.
3. Participate. The CoC is an open and collaborative process and everyone is responsible for his/her own participation.
4. Consider all ideas valuable. Look for ways to make new ideas work, not for reasons they won't.
5. If in doubt, ask a question. Remember no question is a dumb question. We are all learning from each other.
6. Listen to the speaker who has the floor and hold no sidebar conversations.
7. Don't interrupt. Let other finish their thoughts.
8. Respect each other and help each other be right, not wrong. If you disagree, do it respectfully and disagree with the idea or the statement and not the person.
9. Respect all clients and beneficiaries of housing and services provides by the participating organizations.
10. Focus on ending homelessness and not on individual agendas or agency problems.

Attachment E:

Membership Agreements

Member agreement for agencies
Member agreement for individuals

(on following pages)

River Valleys CoC (MN-502)

Member Agreement for agencies

River Valleys Continuum of Care (MN-502) is committed to ensuring broad and representative membership, as well as engaged participation and commitment to advancing our shared goals of preventing and ending homelessness in our region. To accomplish these two goals, the Continuum of Care (CoC) has established expectations for participants in CoC activities and requires member agreements from participants.

Members abide by the CoC Code of Conduct:

Within River Valleys CoC meetings and events, as well as in the agencies and communities represented, members commit to:

1. Represent in a fair, honest and respectful manner their individual agencies, their communities, the CoC, and the homeless individuals and families they represent.
2. Consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of the CoC partnership and persons experiencing homelessness.
3. Strive to be informed on the purpose of the CoC and the member's role as constructive participants in the collaborative work of the CoC.
4. Stay up-to-date on CoC strategies and planning and actively support the goals and strategies of the CoC.
5. Keep their promises to the CoC and its members, and to avoid unwise or unclear commitments that they are unable to fulfill.
6. Uphold professional standards of conduct, exhibiting respectfulness, fairness, and honesty.
7. Clarify their professional roles and obligations, exercise reasonable judgment, and take precautions to ensure that any potential biases or conflicts of interest do not unjustly affect the CoC process or other members of the CoC.
8. Resolve conflicts with other members in a responsible fashion, and encourage conflict resolution among other members.

Leaders within the CoC, i.e. committee members and chairs, have the extra responsibility of setting an example by their personal performance and attitude to convey honest, respectful, and ethical values, and a consistent commitment to the shared goals of preventing and ending homelessness.

Members agree to abide by the CoC Rules of Engagement

Within River Valleys CoC meetings and events, members strive to work together and engage with each other in ways that demonstrate mutual respect and that maintain focus on our shared goals. Even when we may disagree with each other, members commit to:

1. Start and end all meetings on time.
2. Adhere to meeting agendas.
3. Participate. The CoC is an open and collaborative process and everyone is responsible for his/her own participation.
4. Consider all ideas valuable. Look for ways to make new ideas work, not for reasons they won't.
5. If in doubt, ask a question. Remember no question is a dumb question. We are all learning from each other.
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7. Don't interrupt. Let other finish their thoughts.

8. Respect each other and help each other be right, not wrong. If you disagree, do it respectfully and disagree with the idea or the statement and not the person.
9. Respect all clients and beneficiaries of housing and services provides by the participating organizations.
10. Focus on ending homelessness and not on individual agendas or agency problems.

Members abide by CoC membership policies

River Valleys CoC requires active, diverse, and region-wide participation to effectively prepare and carry-out a region-wide Continuum of Care Plan to prevent and end homelessness. The CoC desires participation from members who are interested and willing to commit to supporting the CoC in a professional and active manner, as described above.

1. Each member Agency/Organization shall appoint one (1) individual to serve as a Member Representative on the CoC and one standing Committee.
2. Additional agency staff, administration, or board members are invited to attend CoC meetings and participate on committees.
3. Member Agencies are expected to strive for 100% attendance at all scheduled CoC and chosen Standing Committee Meetings/Activities.
4. If a representative is unable to attend a scheduled CoC or Committee Meeting, an alternative representative should be appointed to attend in the member representatives' absence.
5. Voting rights shall be given to only on (1) representative from each member agency.
6. Member Agencies without representation at less than 50% of meetings in a twelve month period (including committee meetings) will forfeit voting privileges.
7. Representatives should come to each meeting prepared to actively participate.
8. All members are expected to abide by the CoC Code of Conduct, Rules of Engagement, and any applicable CoC policies, including the Non-Discrimination Policy, while participating in organizational meetings or representing the CoC.
9. Representatives are responsible for following through with all leadership positions, commitments, or assignments they agree to as part of or on behalf of the CoC.
10. Member Agencies are responsible for notifying the CoC Coordinator of any changes in contact information for their agency or of their Member Representative.

(Remainder of page intentionally left blank. Authorized representative signature follows on next page.)

Name of Member Agency/Organization: _____

Name of agency division/department, if a government entity: _____

Address: _____

agrees to become a member of the River Valleys Continuum of Care, understanding and agreeing to the Membership Polices, Code of Conduct, and Rules of Engagement described in this Membership Agreement. Member Representatives assigned below have received a copy of this Member Agreement and have confirmed intent and ability to comply with the requirements of this agreement.

Name of Authorized Representative: _____

Signature of Authorized representative: _____ Date: _____

The following individual(s) have been assigned to serve as **Member Representatives** for _____ (Member Agency/Organization)**:**

Name	Title/Position	Phone Email	County/Counties Represented

River Valleys CoC (MN-502)

Member Agreement for individuals

River Valleys Continuum of Care (MN-502) is committed to ensuring broad and representative membership, as well as engaged participation and commitment to advancing our shared goals of preventing and ending homelessness in our region. To accomplish these two goals, the Continuum of Care (CoC) has established expectations for participants in CoC activities and requires member agreements from participants.

Members abide by the CoC Code of Conduct:

Within River Valleys CoC meetings and events, as well as in the agencies and communities represented, members commit to:

1. Represent in a fair, honest and respectful manner their individual agencies, their communities, the CoC, and the homeless individuals and families they represent.
2. Consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of the CoC partnership and persons experiencing homelessness.
3. Strive to be informed on the purpose of the CoC and the member's role as constructive participants in the collaborative work of the CoC.
4. Stay up-to-date on CoC strategies and planning and actively support the goals and strategies of the CoC.
5. Keep their promises to the CoC and its members, and to avoid unwise or unclear commitments that they are unable to fulfill.
6. Uphold professional standards of conduct, exhibiting respectfulness, fairness, and honesty.
7. Clarify their professional roles and obligations, exercise reasonable judgment, and take precautions to ensure that any potential biases or conflicts of interest do not unjustly affect the CoC process or other members of the CoC.
8. Resolve conflicts with other members in a responsible fashion, and encourage conflict resolution among other members.

Leaders within the CoC, i.e. committee members and chairs, have the extra responsibility of setting an example by their personal performance and attitude to convey honest, respectful, and ethical values, and a consistent commitment to the shared goals of preventing and ending homelessness.

Members agree to abide by the CoC Rules of Engagement

Within River Valleys CoC meetings and events, members strive to work together and engage with each other in ways that demonstrate mutual respect and that maintain focus on our shared goals. Even when we may disagree with each other, members commit to:

1. Start and end all meetings on time.
2. Adhere to meeting agendas.
3. Participate. The CoC is an open and collaborative process and everyone is responsible for his/her own participation.
4. Consider all ideas valuable. Look for ways to make new ideas work, not for reasons they won't.
5. If in doubt, ask a question. Remember no question is a dumb question. We are all learning from each other.
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9. Respect all clients and beneficiaries of housing and services provides by the participating organizations.
10. Focus on ending homelessness and not on individual agendas or agency problems.

Members abide by CoC membership policies

River Valleys CoC requires active, diverse, and region-wide participation to effectively prepare and carry-out a region-wide Continuum of Care Plan to prevent and end homelessness. The CoC desires participation from members who are interested and willing to commit to supporting the CoC in a respectful and active manner, as described above.

1. Individual (at-large) members are expected to strive for 100% attendance at all scheduled CoC and chosen Standing Committee Meetings/Activities.
2. Individual (at-large) Members with attendance at less than 50% of meetings in a twelve month period (including committee meetings) will forfeit voting privileges until the 50% threshold is met. Exception: Individual members participating as Persons with Lived Experience of homelessness must attend at least 33% of meetings in a 12 month period to retain voting privileges.
3. Representatives should come to each meeting prepared to actively participate.
4. All members are expected to abide by the CoC Code of Conduct, Rules of Engagement, and any applicable CoC policies, including the Non-Discrimination Policy, while participating in organizational meetings or representing the CoC.
5. Individual (at-large) members are responsible for following through with all leadership positions, commitments, or assignments they agree to as part of or on behalf of the CoC.
6. Individual (at-large) members are responsible for notifying the CoC Coordinator of any changes in contact information.

Individual Member Name (printed): _____

Address: _____

If no address, county of residence: _____

Email: _____ Phone: _____

agrees to become a member of the River Valleys Continuum of Care, understanding and agreeing to the Membership Polices, Code of Conduct, and Rules of Engagement described in this Membership Agreement. Member Representatives assigned below have received a copy of this Member Agreement and have confirmed intent and ability to comply with the requirements of this agreement.

Signature of member: _____ Date:_____