

# Louisiana Balance of State Continuum of Care



Governance Charter v4.1

Effective **DATE**

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## I. Overview

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### A. Background

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The Louisiana Balance of State Continuum of Care (LA BOSCO) was created in 2015 to provide for the efficient, effective, and ethical delivery of housing and supportive services to people experiencing homelessness or at risk of experiencing homelessness throughout its membership area.

### B. Purpose

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In addition to submitting the LA BOSCO's consolidated application to the annual U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program Notice of Funding Availability (NOFA), the LA BOSCO's major functions are as follows:

- Ensuring the efficient, effective, and ethical delivery of housing and supportive services to people experiencing homelessness or at risk of homelessness;
- Providing training, technical assistance, and leadership to providers of housing and homeless services;
- Promoting community-wide commitment to the goal of ending homelessness;
- Educating the public, public officials, and other stakeholders about homelessness and homeless services.

### C. Governance Charter

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This Governance Charter ("Charter") details the operations and structure of the LA BOSCO, including those of its Board, committees, Collaborative Applicant, and HMIS Lead. It has been designed to meet all federal requirements for operating a Continuum of Care as outlined in 24 CFR 578 and elsewhere.

## II. Organization Structure

### A. Membership

#### 1. Membership Eligibility

The LA BOSCO is comprised of organizations and individuals within its membership area.

Eligible member organizations include 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, veteran organizations, State agencies, and other organizations that serve people experiencing homelessness. Individuals not affiliated with an organization are also welcome to participate. The LA BOSCO specifically looks for participation by people experiencing homelessness and people who formerly experienced homelessness.<sup>1</sup>

#### 2. Membership Area

The CoC membership area includes the following parishes:

Included Since FY 2017	New in FY 2018
Allen	Assumption
Ascension	Lafourche
Beauregard	St. Charles
Calcasieu	St. James
Cameron	St. John
East Baton Rouge	Terrebonne
East Feliciana	
Iberville	
Jefferson Davis	
Natchitoches	
Plaquemines	
Point Coupee	
Sabine	
St. Bernard	
West Baton Rouge	
West Feliciana	

#### 3. Applying for Membership

The LA BOSCO is open to new member organizations or individuals not affiliated with organizations at any time. At least annually, the Collaborative Applicant will make an invitation for new members to join publicly available within its geography.<sup>2</sup>

Any individual or organization that attends any meeting of the CoC full membership is considered a member. There is no application, application fee, or membership dues to join or participate in the LA BOSCO.

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<sup>1</sup> 24 CFR 578.7(a)

Note that all subsequent footnotes will omit “24 CFR” and include only the reference within the part.

<sup>2</sup> 578.7(a)(b)

#### 4. Good Standing

"Good Standing" is a designation the LA BOSCOCC awards to organizations that have consistently participated in the CoC. It provides several privileges and has several requirements.

CoC members in Good Standing enjoy the following privileges:

GOOD STANDING – PRIVILEGES	
Category	Privilege
<b>CoC Program</b>	The LA BOSCOCC will only accept project applications from CoC members in Good Standing for its annual consolidated application to the CoC Program NOFA.
<b>ESG</b>	The LA BOSCOCC will only certify Emergency Solutions Grant (ESG) applications from CoC members in Good Standing.
<b>Other Programs</b>	<p>The LA BOSCOCC will only provide letters of certification to apply to other funding sources from CoC members in Good Standing. Sources that require letters of certification from the CoC include but are not limited to:</p> <ul style="list-style-type: none"> <li>• PATH (Programs for Assistance in the Transition from Homelessness)</li> <li>• SSVF (Supportive Services for Veteran Families)</li> <li>• RHY-TLP (Runaway and Homeless Youth Transitional Living Program)</li> </ul>
<b>Voting</b>	Only CoC members in Good Standing may vote on any issue brought before the CoC full membership.

To remain in Good Standing, CoC members must meet the following requirements:

GOOD STANDING – REQUIREMENTS	
Requirement	Description
<b>Meeting Attendance</b>	CoC members must have attended at least 1 of the most recent 2 semiannual meetings of the CoC. To be considered in attendance, agencies must send at least one staff person but are not required to send the same staff person to each meeting.
<b>Committee Membership</b>	CoC members must belong to and meet the attendance requirements for at least one committee, subcommittee, or workgroup. CoC members without a group are required to join one within 90 days to remain in Good Standing. Organizations with at least one staff member on the LA BOSCOCC Board are exempt from this requirement.
<b>Point in Time Count Participation</b>	<p>CoC members must participate in the annual Point in Time (PIT) Count in one of the following three ways:</p> <ul style="list-style-type: none"> <li>• <i>If the organization has at least one Transitional Housing (TH) or Emergency Shelter (ES) project:</i> must submit participant data for all TH and ES projects through the 'sheltered' count;</li> <li>• <i>If the organization does not have any TH or ES projects:</i> must have at least one staff person participate in the 'unsheltered' count to the maximum extent possible in that organization's CoC Region.</li> </ul>
<b>Ethics</b>	CoC members must adhere to all ethics or code of conduct policies approved by the CoC. CoC members can be disqualified from Good Standing under this criterion by the Membership and Rules Committee.
<b>Other</b>	The Board may define additional Good Standing requirements at its discretion.

## 5. Letters of Certification

Certain funding sources require a letter of certification from the CoC as part of their application process. Only members in Good Standing may request a letter of certification. Letters of certification are requested from and provided by the Collaborative Applicant.

Organizations that are not in Good Standing may a letter of certification conditional on receiving a waiver from the Good Standing requirement. The request for the letter of certification and waiver must be submitted to the Collaborative Applicant at least ten (10) business days in advance of its due date. Waiver requests submitted less than ten business days in advance may be denied by the Collaborative Applicant without review at its discretion.

Waivers must be approved by the Board.

Common reasons that the Board might approve a waiver include:

- The organization joined the LA BOSCOB less than 12 months ago, rendering it unable to meet one or more Good Standing requirements;
- The organization experienced a natural disaster or other serious and unanticipated situation that rendered the organization unable to meet one or more Good Standing requirements.

## 6. LA BOSCOB Regions

For some purposes, including its Coordinated Entry System Board representation, Point in Time (PIT) Count planning, and street outreach planning, the LA BOSCOB is divided into the following Regions:

LA BOSCOB Regions	
Region	Parishes
<b>Baton Rouge</b>	Ascension, East Baton Rouge, East Feliciana, Iberville, Point Coupee, West Baton Rouge, West Feliciana
<b>Houma</b>	Assumption, Lafourche, St. Charles, St. James, St. John, Terrebonne
<b>Lake Charles</b>	Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis
<b>Natchitoches/Sabine</b>	Natchitoches, Sabine
<b>Plaquemines/St. Bernard</b>	Plaquemines, St. Bernard

## 7. Regional Applicants

Certain funding sources may require or allow each LA BOSCOB Region to select an organization to apply for funding on behalf of a given Region as a whole. Organizations selected as such are called "Regional Applicants."

LA BOSCOB Regions shall newly select a Regional Applicant for each application to each funding source. Regional Applicants shall only be elected during meetings of the CoC full membership or regional meetings that are sanctioned by the CoC. These meetings shall be announced and have their agendas published at least five (5) business days in advance. The Board may grant exceptions to any of the requirements in this paragraph at its discretion.

Regional Applicants shall be selected by the CoC membership of a given Region via the process developed by the Membership and Rules Committee.<sup>3</sup>

<sup>3</sup> In absence of this process, Regional Applicants shall be selected by a simple majority vote of each Region's present constituency at the general meeting during which the vote is called.

## 8. General Meetings

The CoC full membership meets at least twice per year. These general meetings are scheduled by the CoC Manager in consultation with the Board. Agendas are published ahead of time by the CoC Manager and distributed to the CoC full membership and other interested parties.<sup>4</sup>

## 9. Authority

The CoC full membership is empowered with the following authority in addition to other authorities granted elsewhere in this Charter:

- (1) **Governance Charter Revision:** at a properly scheduled and announced meeting of the CoC full membership (see "General Meetings," above), or remotely as called for by the Collaborative Applicant, the CoC full membership may vote to approve or deny changes to the Charter. Note that this fulfills the following regulatory requirements:
  - a. Appointing committees to carry out the work of the CoC;<sup>5</sup>
  - b. Developing, following, and updating annually this Charter, which must comply with the requirements in 24 CFR 578.7(a)(5).<sup>6</sup>

## B. Committees, Subcommittees, and Workgroups

The Board shall create committees, subcommittees, and workgroups ("groups") to carry out the work of the LA BOSCO. These groups are responsible for making formal recommendations to the Board in relation to their specific areas of focus. The Board may delegate additional authorities and responsibilities to specific groups at its discretion.

### 1. Joining a Committee, Subcommittee, or Workgroup

Any person may join any group unless that group's membership is restricted or closed by this Charter or the Board. *(As of the publication of the LA BOSCO Governance Charter 4.0, the only restricted group is the Scoring Committee.)*

Organization staff members who join a group who join a group are considered to be representing that organization for the purposes of meeting the Good Standing requirement (see "Good Standing," above).

To join a group, submit an email to either or both the Collaborative Applicant or the committee chair. Committee chairs and their contact information shall be listed on the LA BOSCO's website at <http://laboscoc.org>.

### 2. Committee Creation

Committees shall only be created by this Charter.

### 3. Chartered Committees

This Charter creates the following committees.

Unless otherwise noted, all committee actions must be approved by the Board before implementation.

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<sup>4</sup> 578.7(a)(1)

<sup>5</sup> 578.7(a)(4)

<sup>6</sup> 578.7(a)(5)

## CHARTERED COMMITTEES

### Written Standards Committee

This committee shall be responsible for the following:

- (1) In partnership with the Collaborative Applicant and recipients of the Emergency Solutions Grants program funds within the geographic area: establishing written standards for providing Continuum of Care assistance. These standards must comply with all subparts under 24 CFR 578.7(a)(9).<sup>7</sup>
- (2) In partnership with the Collaborative Applicant: coordinating the implementation of a housing and service system within the LA BOSCOG geographic area that meets the needs of homeless individuals (including unaccompanied youth) and families. At minimum, this system must encompass:
  - a. Outreach, engagement, and assessment;
  - b. Shelter, housing, and supportive services;
  - c. Prevention strategies.
- (3) In partnership with the Collaborative Applicant: designing a collaborative process for the Collaborative Applicant to follow in creating and submitting LA BOSCOG applications in response to HUD NOFAs published under 24 CFR 578.19. This process must be updated annually.

### Project Scoring Committee

This committee shall be responsible for reviewing, scoring, and ranking all new and renewal project applications submitted to the LA BOSCOG for consideration under a given year's consolidated application to the CoC Program NOFA. The committee will conduct this process using information and materials developed by the Collaborative Applicant and approved by the Board. The Collaborative Applicant will use the results of this process to score and rank all projects seeking funding through the consolidated application.

Committee membership shall be exclusively by appointment of the Board. Members will consist of agencies or individuals with no direct interest in the CoC Program funding process. CoC Program recipients and subrecipients or applicants in any given year are prohibited from serving on this committee.

<sup>7</sup> 578.7(a)(9) and all its subparts



## HMIS Committee

### **This committee shall be responsible for the following:**

- (1) In partnership with the Collaborative Applicant and HMIS Lead: developing, following, and updating annually an HMIS Governance Charter, which will include all procedures and policies needed to comply with 24 CFR 578.7(b), its subparts, and the HMIS requirements as prescribed by HUD.<sup>8</sup>
- (2) Assessing and reporting to the Board regarding participation in HMIS by users throughout the CoC geography.
- (3) Consulting with the Collaborative Applicant and CoC Program recipients and sub-recipients to establish performance targets appropriate for each population and program type, monitoring recipient and sub-recipient performance, evaluating program outcomes, and taking action against poor performers.<sup>9</sup>
- (4) In consultation with the Collaborative Applicant: evaluating the outcomes of projects funded under the Emergency Solutions Grants program and the CoC Program, and reporting that evaluation to HUD.<sup>10</sup>
- (5) In consultation with the Collaborative Applicant: consulting with State and local government Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub-recipients.<sup>11</sup>
- (6) In partnership with the Collaborative Applicant: providing information required to complete the Consolidated Plan(s) within the LA BOSCOG geographic area.
- (7) Other HMIS-related tasks specifically delegated by the Collaborative Applicant.

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<sup>8</sup> 578.7(b) and all subparts

<sup>9</sup> 578.7(a)(6)

<sup>10</sup> 589(a)(7)

<sup>11</sup> 578.7(c)(5)

## Membership and Rules Committee

This committee ensures that the LA BOSCOCC and its Board develop and implement its rules, processes, and functions in an ethical and just fashion. It shall be responsible for the following:

- (1) In consultation with the Collaborative Applicant and the HMIS Lead: developing and implementing the LA BOSCOCC's Conflict of Interest, Code of Conduct, and Recusal Policy, which must at minimum apply to the Board, its chair and vice chair, and any person acting on behalf of the Board<sup>12</sup>.
- (2) Developing and implementing the LA BOSCOCC's Board Member Ratification Policy, which must at minimum ensure the Board is representative of the LA BOSCOCC's organizations and of its projects that serve homeless sub-populations, and subsequently ratifying all Board members in accordance with that Policy.
- (3) Acting to remove Board, committee, subcommittee, and workgroup members who fail to perform their duties in an ethical and just manner. *This requires a three quarters majority vote.*
- (4) Reviewing and updating the process in this Charter for selecting Board members, including the structure of the Board. This duty, including approval from the CoC full membership, must be completed at least once every five years.<sup>13</sup>
- (5) Reviewing, responding to, and recommending action to the Board in response to all complaints filed against the LA BOSCOCC.
- (6) Responding to any other situation related to the ethical and just performance of the Board or any committee, subcommittee, or workgroup by recommending a course of action to either the Board or the CoC full membership (as appropriate). *Approving actions in response to a recommendation under this duty requires a two thirds majority vote from the Board or, if the situation involves the Board, from the CoC full membership.*

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<sup>12</sup> 578.7(b)(1)

In absence of this Policy, all Board, committee, subcommittee, and workgroup members are required to disclosure any real or perceived conflict of interest to the Board and the Membership and Rules Committee. If any person or organization has a direct conflict of interest, they will (1) refrain from discussing within their group any matter related to the conflict, (2) abstain from voting on any matter related to the conflict, (3) absent themselves from any discussion related to the conflict, and (4) refrain from any oversight or implementation related to the conflict.

<sup>13</sup> 578.7(a)(3)

If this Committee has fewer than three members at the time of review, this duty is carried out by the Collaborative Applicant and ratified by the Board.

## Coordinated Entry Committee

This committee shall be responsible for the following:

- (1) In consultation with the Collaborative Applicant and recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate a coordinated access system (Coordinated Entry) that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. This includes developing a specific policy to guide the operation of the Coordinated Entry System on how it will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers.<sup>14</sup>
- (2) Assessing and reporting to the Board regarding participation in Coordinated Entry by users throughout the CoC geography.
- (3) In partnership with the Collaborative Applicant: planning for and conducting, at least annually, a point-in-time (PIT) count of people who are homeless within the LA BOSCOG geographic area who meet the qualifications listed in the subparts of 24 CFR 578.8(c)(2).<sup>15</sup>
- (4) In partnership with the Collaborative Applicant: conducting an annual gaps analysis of the homeless needs and services available within the LA BOSCOG geographic area.<sup>16</sup>
- (5) Other Coordinated Entry-related tasks specifically assigned by the Collaborative Applicant.

## 4. Subcommittee and Workgroup Creation

Subcommittees and workgroups are created by the Board or, for workgroups that fall entirely within a given committee's responsibilities, by committees.<sup>17</sup>

## 5. Group Chairs

Each group shall select a chair from its membership using a process of its choosing. Group chairs shall have the following responsibilities:

- (1) Announcing, scheduling, publishing agendas for, and chairing group meetings.
- (2) Keeping records of group participation (e.g. meeting attendance) and reporting deficiencies to the CoC for the purposes of Good Standing compliance.
- (3) Reporting group activities to the CoC full membership during meetings of the CoC full membership and otherwise as appropriate or as required by the Collaborative Applicant.

## 6. Group Meetings

Groups shall meet quarterly, or on an alternate schedule approved by the group in questions.

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<sup>14</sup> 578.8(a)(8)

<sup>15</sup> 578.8(c)(2)

<sup>16</sup> 578.8(c)(3)

<sup>17</sup> 578.7(a)(4)

The Board may require groups to meet on an alternate schedule at its discretion.

When possible, group meetings shall be announced and meeting agendas released at least five (5) business days in advance. Announcements must be made via the LA BOSCO email list or at a meeting of the CoC full membership.

## 7. Authority

Each committee is empowered with the following authority in addition to other authorities granted to elsewhere in this Charter:

- (1) **Propose Policies and Policy Changes:** at a properly scheduled and announced meeting of the committee (see "Committee Meetings," above), or remotely as called for by the committee chair, each committee may vote to propose creating new policies or amending existing policies that fall within the purview of that committee according to the document that created that committee. Proposals are submitted to the Board for approval and implementation.
- (2) **Propose Actions:** at a properly scheduled and announced meeting of the committee (see "Committee Meetings," above), or remotely as called for by the committee chair, each committee may propose that the CoC take actions that fall within the purview of that committee according to the document that created that committee. Proposals are submitted to the Board for approval and implementation.
- (3) **Create/Dissolve Working Groups:** at a properly scheduled and announced meeting of the committee (see "Committee Meetings," above), or remotely as called for by the committee chair, each committee may create or dissolve working groups that fall within the purview of the originating committee according to the document that created the committee. Committees may, at their discretion, devolve one or more of their authorities and/or purviews onto a working group. All other elements of the working group may, at the originating committee's discretion, be specified by the originating committee or left to the working group's discretion.

## C. Board

The processes below govern the selection of a Board to act on behalf of the LA BOSCO.<sup>18</sup>

### 1. Composition

The Board shall be composed of the following members:

<b>BOARD MEMBERSHIP</b>		
<b># of Seats</b>	<b>Type</b>	<b>Description</b>
1	Designated	The Executive Director of the Louisiana Housing Authority (representing the Collaborative Applicant) <sup>19</sup>
1	Designated	Representative of the HMIS Lead <sup>20</sup>
1	Designated	Representative of the Louisiana Department of Health
1	Designated	Representative of the Louisiana Department of Education
1	Designated	Representative of the Louisiana Department of Corrections

<sup>18</sup> 578.5(b)

<sup>19</sup> 578.7(a)(5)

<sup>20</sup> 578.7(a)(5)

**BOARD MEMBERSHIP**

1	Designated	Representative of the Louisiana Department of Children and Family Services
1	Designated	Representative of the Louisiana Coalition Against Domestic Violence
1	Designated	Person who is homeless or was formerly homeless <sup>21</sup>
5	Elected	Regional seats filled via the process developed by the Membership and Rules Committee. Each LA BOSCO Region shall have one seat on the Board.

Designated seats shall be filled by the Collaborative Applicant at its discretion.

Elected seats shall be filled by the constituency each seat represents via the process developed by the Membership and Rules Committee.<sup>22</sup>

All appointments must be ratified by the Membership and Rules Committee based on criteria established by that Committee.

## 2. Board Officers

Officers of the Board shall be as follows:

**BOARD OFFICERS**

Position	Selection Process	Duty Overview (other duties may be specified elsewhere in this Charter)
<b>Chair</b>	Elected by the Board from its membership	Chair Board meetings; chair general meetings; breaks tie votes in Board meetings; votes during Board quorum votes; has signature authority for all CoC-related documents
<b>Vice Chair</b>	Elected by the Board from its membership	Assumes Chair responsibilities in specific circumstances as outlined in this Charter; has signature authority for all CoC-related documents when Chair is not able to sign
<b>Ethics Officer</b>	Filled by the Chair of the Membership and Rules Committee; <i>may or may not hold other positions (e.g. elected, designated) on the Board</i>	Ensure the ethical and just conduct of the Board
<b>Secretary</b>	Elected by the Board from the CoC membership; <i>may or may not hold other positions (e.g. elected, designated) on the Board</i>	Record minutes for Board and general meetings, including vote results; maintains membership lists and chairperson lists for committees, subcommittees, and workgroups

## 3. Resignation, Removal, and Vacancies

Resignations from the Board must be delivered in writing to the Secretary or Chair.

The Board may vote to terminate a member due to excessive absences; excessive may be defined for this purpose by the Ethics Officer, or absent the Ethics Officer, the Chair. The Board may vote to terminate a member for any other reason; to pass, this vote requires a three-fourths majority of the remaining Board, or every member of a quorum.

<sup>21</sup> 578.7(b)(2)

<sup>22</sup> In absence of this process, elected seats shall be filled by a simple majority vote of each seat's present constituency at the general meeting during which the vote is called.

In the event of a midterm vacancy, the vacant seat is refilled at the earliest convenience according to the seat's normal method of selection. The newly elected Board member shall complete the former member's term of service.

#### 4. Terms of Service

Board members shall serve a term of two years. When possible, terms shall be staggered.

Absent reappointment or a new appointment, Board members shall continue to serve indefinitely following the end of their term. There shall be no limit on the number of terms a given Board member may serve.

#### 5. Board Voting

In addition to the voting rules specified in this Charter (see "Voting," below), the following voting rules apply to the Board:

- (1) Regular votes may not be called if less than two-thirds of the Board is present (or, if the vote is held by email, able to participate);
- (2) Quorum votes may be called under the following circumstances:
  - a. Less than two-thirds of the Board is present (or, if the vote is held by email, able to participate) in a regular vote;
  - b. At minimum, at least five (5) Board members are present (or, if the vote is held by email, able to participate), which must include the Board members representing the Louisiana Housing Authority and at least two (2) Regions.
- (3) The Board chair cannot vote except under the following circumstances:
  - a. During a quorum vote;
  - b. To break a tie during any regular vote.

#### 6. Authority

The Board is empowered with the following authority in addition to other authorities granted to elsewhere in this Charter:

- (1) **Approve/Deny Proposed Policies and Policy Changes:** at a properly scheduled and announced meeting of the Board (see "Board Meetings," above), or remotely as called for by the Board chair or Collaborative Applicant, the Board may vote to approve or deny proposals from committees to create new policies and amend existing policies. The Board can approve amended versions of proposals; however, amended versions of proposals must be re-approved by the proposing committee before they are implemented. Implementation of proposed policies, including timing and roll-out mechanisms, are at the Board's discretion unless specified by the proposing committee.
- (2) **Approve/Deny Proposed Actions:** at a properly scheduled and announced meeting of the Board (see "Board Meetings," above), or remotely as called for by the Board chair or Collaborative Applicant, the Board may vote to approve or deny actions proposed by committees. The Board can approve amended versions of proposals; however, amended versions of proposals must be re-approved by the proposing committee before they are implemented. Implementation of proposed actions, including timing and roll-out mechanisms, are at the Board's discretion unless specified by the proposing committee.<sup>23</sup>

- (3) **Create Policies and Policy Changes:** at a properly scheduled and announced meeting of the Board (see "Board Meetings," above), or remotely as called for by the Board chair or Collaborative Applicant, the Board may vote to create new policies or amend existing policies that do not fall within the purview of any committee, subcommittee, or working group.
- (4) **Take Actions:** at a properly scheduled and announced meeting of the Board (see "Board Meetings," above), or remotely as called for by the Board chair or Collaborative Applicant, the Board may vote to take actions that do not fall within the purview of any committee, subcommittee, or working group.
- (5) **CoC Full Membership Meetings:** in consultation with the Collaborative Applicant: scheduling, announcing, and holding meetings of the CoC full membership, with published agendas, at least semi-annually.<sup>24</sup>
- (6) **Funding Priorities:** in consultation with the Collaborative Applicant: establishing priorities for funding projects in the LA BOSCO.
- (7) **Consolidated Application:** determining if one application for funding will be submitted for all projects within the geographic area or if more than one application will be submitted for the projects within the geographic area,<sup>25</sup> acting in accordance with the subparts of 24 CFR 578.9(a)(3) depending on that determination, and approving the Continuum of Care Program application.<sup>26</sup>
- (8) **Delegation to the Collaborative Applicant:** at its discretion, delegating one or more of its authorities or responsibilities to the Collaborative Applicant.

No 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 member represents.<sup>27</sup>

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<sup>24</sup> 578.7(a)(1)

<sup>25</sup> 578.9(a)(3)

<sup>26</sup> 578.9(b)

<sup>27</sup> 578.95(b)



## III. Voting

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### A. Overview

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The CoC full membership, committees, subcommittees, workgroups, and Board required to vote before taking any action, including those specified in this Charter.

### B. Eligibility to Vote

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For votes of the CoC full membership, each organization shall cast no more than one ballot regardless of the number of staff members it has present. (Individuals not representing organizations shall also cast no more than one ballot.)

For votes of a committee, subcommittee, or workgroup, each organization shall cast no more than one ballot regardless of the number of staff members it has present. (Individuals not representing organizations shall also cast no more than one ballot.)

For votes of the Board, each member filling a dedicated or elected seat shall cast no more than one ballot.

### C. Basic Mechanisms

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Unless otherwise specified in this document, all votes must use the following mechanisms:

- (1) All votes must occur:
  - a. During a meeting of the relevant body that was announced to the full relevant body at least five (5) business days in advance; or
  - b. Remotely by email, if the vote is emailed to the full relevant body and if the period of voting is at least three (3) business days; or
  - c. At the discretion of the Collaborative Applicant to ensure the successful completion and submission of any funding application, including the CoC Program Consolidated Application, or any report required by HUD or another federal funder.
- (2) All votes must be proposed by a member of the relevant body. (The Collaborative Applicant cannot propose votes except to the Board, in which case the Continuum of Care Manager may propose votes at their discretion.)
- (3) All votes must be seconded by a member of the relevant body except during votes of acclamation (see "Acclamation," below).
- (4) The results of all votes must be reported by the chair to the full relevant body and, as appropriate, to the Board and/or CoC full membership.

### D. Voting Systems

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Unless otherwise specified by this Charter or a policy developed by the Membership and Rules Committee and approved by the Board, the CoC's various entities shall use voting systems listed in this section. The choice of voting systems is at the discretion of the relevant body's chair.

#### 1. First Past the Post

"First Past the Post" voting is the simplest system: each ballot votes for only one choice (e.g. candidate, approve or deny), and the choice that receives the most votes wins.



This voting system should be used for any vote in which there are only two choices.

## 2. Instant Run-Off

"Instant Run-Off" voting is a voting system that ensures any choice made is within the range of preferences for a majority of voters.

Each ballot ranks each choice in order of preference. (For example: if voters were choosing a kind of ice cream to have for dessert, and their choices were Chocolate, Vanilla, and Strawberry, a voter might rank Chocolate 1st, Vanilla 2nd, and Strawberry 3rd.)

Once the ballots are in: if more than half the ballots have the same 1st choice, that choice is selected.

If not, the ballot counters remove from contention whichever 1st choice received the fewest votes, then re-count, moving onto each ballot's 2nd choice if their 1st choice has been removed.

The process is then repeated until a choice receives more than half the ballots' vote.

This voting system should be used for any vote in which there are more than two choices.

## 3. Acclamation

The Board chair or any committee, subcommittee, or working group chair may call for a vote of acclamation if the members present appear to be universally in agreement. Votes of acclamation may be proposed by the chair or member, do not require a second, do not require a formal vote, and are considered to proceed with the proposed choice or candidate unless any member present objects.

If any member present objects, the vote of acclamation fails, and voting must proceed using First Past the Post or Instant Run-Off.

## IV. Consolidated Application

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### 1. Overview

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One of the LA BOSCOCC's primary functions is to coordinate the CoC's annual consolidated application to HUD's CoC Program NOFA. The Consolidated Application is created and submitted to HUD by the Collaborative Applicant.

### 2. The Collaborative Applicant

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The Louisiana Housing Corporation (LHC) is the designated Collaborative Applicant for the LA BOSCOCC. LHC shall maintain an online space for the LA BOSCOCC on its website. That space will include an open invitation to new members, information related to upcoming Board and CoC full membership meetings, and information related to the CoC Program NOFA when applicable.

LHC shall provide comprehensive oversight for the LA BOSCOCC in order to meet all requirements specified in this Charter and elsewhere by HUD. LHC shall collaborate as necessary or prudent with other CoCs in the State of Louisiana. LHC shall provide administrative support to the CoC Board, all CoC committees, subcommittees, and workgroups, and as otherwise necessary to ensure the sound operation and success of the LA BOSCOCC.

### 3. Planning Funds

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At its discretion, the Collaborative Applicant shall apply for planning funds through the CoC Program NOFA.

### 4. Other Funds

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At its discretion, the Collaborative Applicant shall apply for other funds on behalf of the LA BOSCOCC.

## V. Homeless Management Information System (HMIS)

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### 1. Overview

HUD requires all communities and agencies receiving CoC Program funds to use a Homeless Management Information System (HMIS). HMIS is a data application system designed to capture, record, and store data about the needs of and community services received by people who are homeless or at risk of becoming homeless.

HMIS records and stores client-level demographics service data from participating community service agencies, organizations, programs, and projects (Participating Agencies). That data can be aggregated to discern information about the extent and nature of homelessness over time, the pattern of service usage, the effectiveness of participating agencies, and the services received by people who are homeless or at risk of becoming homeless. It can also provide an unduplicated count of people who are homeless at a given time. This section of this Charter designates an HMIS Lead for the LA BOSCO and specifies the differing responsibilities of each party mentioned herein regarding the governance and operation of HMIS.

### 2. HMIS Lead

The Louisiana Housing Corporation (LHC) is the designated HMIS Lead for the LA BOSCO.

### 3. HMIS Software

The designated HMIS software tool for LA BOSCO is ServicePoint by Bowman Systems, L.L.C. of Shreveport, Louisiana, operated by the Louisiana Service Network Data Consortium (LSNDC). All HMIS Leads and Continuums of Care in the State of Louisiana use ServicePoint and collaborate, participate, and contribute data into the statewide system.

### 4. Responsibilities

This Charter imposes the following responsibilities on the HMIS Lead, the CoC, and Participating Agencies in the LA BOSCO.

If the HMIS Lead and Collaborative Applicant are the same agency, that agency will discharge the responsibilities of both the HMIS Lead and Collaborative Applicant as outlined in this Charter.

#### i. LA BOSCO Responsibilities

The Collaborative Applicant on behalf of the LA BOSCO shall:

- Work with the HMIS Lead and LSNDC to read and interpret any and all regulations, notices and other communications issued by HUD, and to annually review, and as necessary, revise and adopt any and all policies, procedures and plans related to the operation and use of HMIS.
- Work with Participating Agencies to improve delivery of HMIS-related services and enable them to better comply with federal regulations.
- The HMIS Lead and LA BOSCO agree to work with and participate in the statewide HMIS, which is operated by LSNDC. LA BOSCO will actively participate on the LSNDC Board with one LA BOSCO representative. This representative is authorized to provide one of two LA BOSCO votes on LSNDC-related business. The second vote will be cast by a representative from the HMIS Lead.
- Provide support to the HMIS Lead when it is unable to perform its duties due to interference from a Participating Agency. This support may take the form of negotiating with the non-compliant agency entering data into HMIS, censuring said agency, or imposing consequences, including, but not limited to recommending to HUD that the Participating Agency's granted funds be removed.

- Gather data from the HMIS Lead and non-HMIS participating agencies to use in reporting for the Point-in-Time (PIT) count, the Housing Inventory Count (HIC), the Annual Homeless Assessment Report, and other HUD reporting that the HMIS Lead assists LA BOSCO to complete.
- Collaborate with the HMIS Lead in all appropriate ways to ensure that the policy goals developed by LA BOSCO are met. They will work together closely to share information, develop goals, and address issues with SharePoint, data quality and Participating Agencies as they occur.
- Work with Participating Agencies and the HMIS Lead to develop CoC-wide and agency specific performance benchmarks, including for the HMIS Project.
- Gather reports from the HMIS Lead and review them to determine if benchmarks have been met, then report that data to LA BOSCO to assist in reviewing and ranking projects for the CoC Program NOFA competition.
- Monitor to ensure the Lead Agency is fulfilling the responsibilities outlined in this Charter and complying with the HMIS grant agreement and HUD-issued regulations and notices.

## ii. HMIS Lead Responsibilities

The HMIS Lead shall:

- Manage, administer and oversee the day-to-day operations of HMIS.
- Obtain and maintain grants supporting the HMIS Project, provide staffing, and purchase the required licenses, equipment, software, space and operations for HMIS.
- Work with the HMIS software vendor to ensure data is collected, stored and reported in compliance with all HUD regulations.
- Determine if a different HMIS software vendor should be selected and recommend that change to LA BOSCO.
  - *Changes in HMIS software vendor must be approved by a vote of the CoC full membership.*
- Provide training to all HMIS end users within Participating Agencies. Introductory trainings as well as any additional training shall be offered on a regular schedule. Additional trainings shall be offered periodically at the request of LA BOSCO and at the HMIS Lead's discretion. Privacy training will occur at a minimum of once per calendar year.
- Promote the use of HMIS through regular contact with users, Participating Agencies, and organizations whose participation would benefit LA BOSCO or HMIS.
- Sign and execute HMIS Participation Agreements with each Participating Agency. These agreements shall delineate the HMIS obligations and authority of LA BOSCO, the HMIS Lead, LSND, and the Participating Agency. They shall will include, directly or by reference, the requirements of the LSND Policies and Standard Operating Procedures (LSND P&P) and any future regulatory documents set forth by HUD and the LSND. They shall detail sanctions for violating the agreement. They shall also require that LA BOSCO, the HMIS Lead, LSND, and Participating Agencies process protected identifying information in a manner consistent with this Charter.
- Provide each Participating Agency with a copy of the LSND P&P, Agency Executive Director Training Manual, Agency Administrator Training Manual, and End User Training Manual.
- Monitor and verify data collection and entry from all Participating Agencies, ensuring data entered into HMIS complies with HUD requirements and the LSND P&P. Work with LA BOSCO and Participating Agencies to address any deficiencies in data collection.

- Monitor and verify the quality of the data to ensure data is accurate, complete, and conforms to federal HMIS requirements. Analyze the data to identify areas of concern and/or weakness and make recommendations to Participating Agencies regarding how to correct them.
- Monitor Participating Agencies for compliance with all the appropriate security, privacy, and data quality policies, regulations and procedures.
- Implement the LSNDC P&P and provide necessary support to assist all Participating Agencies in implementing the LSNDC P&P. Monitor compliance with the LSNDC P&P and work with LA BOSCOB to resolve issues and enforce sanctions for non-compliance.
- Collaborate with LA BOSCOB to ensure that the policy goals developed by LA BOSCOB are met.
- Collaborate with LSNDC to, at least annually, review and, as necessary, revise statewide the LSNDC P&P and supporting documents. When HUD releases new HMIS rules or requirements, the HMIS Lead shall present the recommended system changes to the LA BOSCOB HMIS Committee within 30 days. After review and discussions with LSNDC, the HMIS Lead will, within six months of the new rules' publication, present the recommended system changes to the LA BOSCOB Board for approval. The HMIS Lead will make approved changes and demonstrate a good faith effort to prepare CoC members to meet the requirements by HUD's effective date.
- Seek feedback from LA BOSCOB and Participating Agencies regarding the LSNDC P&P and supporting documents and provide that feedback to LSNDC.
- Generate appropriate reports that reflect the cumulative data for LA BOSCOB as needed and upon request from LA BOSCOB, HUD, Participating Agencies, and other entities seeking this information and as deemed appropriate by the HMIS Lead itself or LA BOSCOB. The HMIS Lead shall be responsible for creating and developing new reports as required by LA BOSCOB, the Collaborative Applicant, and HUD. These reports shall document collective data from LA BOSCOB for such purposes as CoC Program project applications, PIT, HIC, and AHAR reports, along with any appropriate CoC-wide purposes.

### iii. Responsibilities of Participating Agencies

Each Participating Agency shall:

- Sign and comply with HMIS-related agreements, including HMIS Lead Agency Terms of Service Agreements with the HMIS Lead, the LSNDC P&P Agreement, and all other agreements required by the Collaborative Applicant or HMIS Lead.
- Comply with all federal, state, and local laws regarding client and data privacy, security, and confidentiality. If there is a conflict between these standards, the Participating Agency must contact the HMIS Lead for direction on how to resolve the conflict and remain in compliance.
- Work with the HMIS Lead to maintain complete and correct data in HMIS.

## Appendix A: Change Log

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This change log provides a comprehensive overview of the significant changes made to the LA BOSCOG Governance Charter in any given version; however, it is not intended to be all-inclusive.

### Version 4.1

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#### Structure

- Document restructured into outline format

#### Board Membership

- Added a designated seat for the Louisiana Coalition Against Domestic Violence (LCADV)

#### Approval

- Language in the Approval section of this document updated to match other LA BOSCOG documents

## Approval

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### Approval Process Timeline

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- October 21, 2019 -- released for public review
- October 22, 2019 -- reviewed during the LA BOSCO General Meeting
- October 22, 2019 -- approved by the LA BOSCO General Membership

### Signature

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For this document to take effect, it must bear the signature of either the Board Chair or the Board Vice Chair.

This document is effective as of the date on its first page, not as of the date of this page's authorizing signature. This document's effective date cannot be earlier than the date of this page's authorizing signature.

By signing below, the signatory certifies that this document has been reviewed and approved for release according to the procedures of the LA BOSCO Governance Charter. If the signatory is the Board Vice Chair, the signatory also certifies that they have the authority to sign this document as granted by most recently approved version of the LA BOSCO Governance Charter.

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Winona Connor, Chair  
LA BOSCO Board

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Date

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