

**TX-503 AUSTIN /  
TRAVIS COUNTY  
CONTINUUM OF CARE  
  
GOVERNANCE CHARTER**

*Approved by Leadership Council on July 12, 2021  
Amended on November 16, 2022*

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# BACKGROUND

A Continuum of Care (CoC) is a geographically based group of representatives that carries out the planning responsibilities required by the U.S. Department of Housing and Urban Development's (HUD) CoC Program. These representatives are generally individuals, either by their employment or experience, focused on ending homelessness in the Austin / Travis County area of Texas.

The HEARTH Act, enacted into law on May 20, 2009, consolidated the homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program and revised the Emergency Shelter Grants program, renaming it the Emergency Solutions Grant (ESG) program. The HEARTH Act also codified into law the CoC planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater community-wide coordination, decision making, and leadership into the Federal Registration under 24 CFR 578.

## **THE TX-503 AUSTIN / TRAVIS COUNTY COC**

The TX-503 Austin / Travis County Continuum of Care covers Travis County, the city of Austin, and Pflugerville City. Within the geographic area there are over 50 homelessness programs including emergency shelters, transitional housing, rapid re-housing, and permanent supportive housing. On any given day, these programs can serve over 2,384 persons experiencing homelessness.

# DEFINITIONS

## **AFFINITY GROUPS**

Collections of stakeholders, with an established meeting frequency, whose self-determined purpose furthers and supports the strategic work of the Homelessness Response System, yet whose operations are not designated by the HRS Leadership Council. It is recommended that all Affinity Groups have a nominated co-chair structure and be willing to liaise to the HRS Leadership Council as requested.

## **COORDINATED ASSESSMENT SYSTEM**

a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool. Also referred to as Coordinated Entry.

## **COLLABORATIVE APPLICANT**

The Collaborative Applicant is the eligible applicant designated by the CoC to collect and submit all the required CoC application information for all projects selected for CoC funding and apply for planning funds on behalf of the CoC. The Collaborative Applicant is also responsible for developing procedures to implement the policies established by the CoC Board.

## **COC COMMITTEE**

A standing group of CoC stakeholders, similar in composition and procedural action to the HRS Leadership Council, responsible for the oversight and progress of a domain of the Homelessness Response System as recognized and delegated by the Leadership Council.

## **COG STAKEHOLDER**

Any individual or representative of an entity who lives or works within the Austin / Travis County Continuum of Care geographic area with a vested interest in ending homelessness.

## **COC WORKGROUP**

A group of CoC stakeholders, reporting to a CoC Committee, charged with the development of community policies and practices relating to a defined scope of practice or specialization. Workgroups may be created or disbanded as the needs of the Committees change.

## **CONTINUUM OF CARE (COC) PROGRAM**

The HUD Continuum of Care program is designed to promote community wide commitment to the goal of ending homelessness; provide funding for efforts organizations to quickly rehouse homeless individuals and families; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families. The Continuum of Care program is the principal focus of this Charter.

## **CONTINUUM OF CARE (COC) PROGRAM NOFA COMPETITION**

The competitive grant provided under 24 CFR 578 for which only the Collaborative Applicant of a CoC may submit an application. Eligible Components include Permanent Supportive Housing, Rapid Re-Housing, Transitional Housing, Joint Transitional and Rapid Re-Housing, Supportive Services Only, HMIS, CoC Planning, and Administration.

## **CONTINUUM OF CARE (COC) AND CONTINUUM**

The group organized to carry out the responsibilities required under 24 CFR 578 and that is composed of representatives of organizations, including nonprofit homeless 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, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.

## **EMERGENCY SOLUTIONS GRANTS (ESG)**

The entitlement grant provided under 24 CFR part 576 to metropolitan areas and counties to provide assistance to those experiencing homelessness. Eligible components include Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Rehousing, HMIS, and Administration.

## **HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)**

The electronic database designated by the Continuum of Care to comply with the HMIS requirements prescribed by HUD. Data entered into the local database is used to report system-wide performance outcomes.

## **HOMELESSNESS RESPONSE SYSTEM (HRS)**

The HRS treats homelessness as an emergency to be responded to quickly and effectively. It consists of the local strategies and use of dedicated interventions, resources, services, facilities, and processes which ensures homelessness in Austin is rare, brief, and nonrecurring.

## **HOMELESSNESS RESPONSE SYSTEM LEADERSHIP COUNCIL (HRS LEADERSHIP COUNCIL)**

The Continuum of Care Board and primary decision-making body for the Austin / Travis County Continuum of Care, responsible for community leadership and progress of the Action Plan to End Homelessness.

## **HMIS LEAD**

The entity designated by the Continuum of Care to operate and facilitate the Continuum's HMIS database on its behalf.

# **CONTINUUM OF CARE MISSION, PURPOSE, & AUTHORITY**

## **MISSION**

The Austin / Travis County Continuum of Care (CoC) is a stakeholder led organization whose mission is to equitably prevent and end homelessness in our community. This goal is achieved by fostering shared responsibility, collaborative planning, and aligning the stakeholders and resources essential to implementing the strategic priorities of Austin's plan to prevent and end homelessness.

## **PURPOSE**

The U.S. Department of Housing and Urban Development (HUD) charges communities that receive funds under the Homeless Continuum of Care Program of the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) with specific responsibilities. This Governance Charter (Charter) document summarizes the responsibilities and authorities for operation and governance of the Austin / Travis County CoC under the HEARTH Act or any successor legislation.

## **COMMUNITY WIDE COMMITMENT**

The Austin \ Travis County Continuum of Care is responsible for the activities and outcomes of the Austin Homelessness Response System, the interconnected resources, services, facilities, and processes which support individuals from experiencing homelessness to independent stable housing. The CoC's work is guided by the mission of the Homelessness Response System to equitably end homelessness within our community. As the primary decision-making body for the CoC, the HRS Leadership Council is responsible for the progress of the mission through the coordinated delegation of tasks and efforts to appropriate CoC Committees and Workgroups.

## **LEAD AGENCY**

The Austin \ Travis County Continuum of Care Homelessness Response System Leadership Council has selected the Ending Community Homelessness Coalition (ECHO) as the Lead Agency, Collaborative Applicant, and HMIS

Lead Agency of the Continuum. As such, ECHO is charged by the CoC with coordinating, supporting, and facilitating the activities of the CoC as outlined in the Collaborative Applicant Memorandum of Understanding and the HMIS Memorandum of Understanding.

## **GEOGRAPHIC REPRESENTATION**

The Austin \ Travis County Continuum of Care is composed of representatives from relevant organizations within its geographic area to carry out the duties and responsibilities of the CoC. Relevant organizations include 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 and homeless and individuals with lived expertise of homelessness.

## **COVERAGE AREA**

The CoC reaffirms its geographic area of responsibility and coverage annually during the Continuum of Care NOFA competition and the CoC Registration Process. The Homelessness Response System Leadership Council currently recognizes that its responsibility is to those experiencing homelessness within the city of Austin, the city of Pflugerville, and Travis County. To this end, the CoC works closely in the development and reporting of required Collaborative Plans and Actions Plans for entitlement grant recipients within the geographic area.

## **IMPACT AREAS: PARTNERSHIPS, COORDINATED ENTRY, & DATA**

HUD developed the concept of the CoC in 1995 through its annual competition for homelessness assistance grants. The CoC was envisioned as a local network that plans and coordinates funding for services and housing to assist homeless individuals and families. The CoC is designed by the CoC Interim Rule (24 CFR 578) to achieve the following objectives:

- Promote a community-wide commitment to the goal of ending homelessness.
- Provide funding for efforts for rapidly re-housing homeless individuals and families.
- Promote access to and effective use of mainstream programs.
- Optimize self-sufficiency among individuals and families experiencing homelessness.

In practice, the Continuum of Care’s authority and responsibility sits at the intersection of the crisis response system, providing basic needs to those experiencing homelessness, and the housing stabilization system, providing various and appropriate pathways from homelessness to independent stable housing. The CoC delegates and oversees the following critical infrastructure activities necessary for the planning, tracking, and facilitation of ending homelessness in the Austin / Travis County area:

**I. Coordinated Entry**

The CoC establishes a community assessment tool and community prioritization standards to ensure households are referred to homelessness interventions appropriate for their needs and choice.

**II. Homeless Management Information System (HMIS)**

The centralized database of homelessness activities, resources, and recordkeeping which enables the community to identify system needs and gaps as well as most strategically invest limited resources and efforts.

**III. Written Standards for Service Delivery**

The established definitions and expectations of homelessness interventions and services to ensure comparable services tailored to the unique needs of the Homelessness Response System.

**IV. Outcome Goals**

Ensures that projects, regardless of funding sources, meet the community expectation for high performance and equitable outcomes.

**V. Governance Structure**

The CoC established framework for the identification, delegation, design, and implementation of activities, policies, processes, and collaboration to address system issues as identified in the Austin Action Plan to End Homelessness or as they arise.

**COMMUNITY EXPANSION**

The crisis of homelessness encompasses more than a single community or geographic area. Strategic alignment of efforts and resources beyond the current geographic area may be necessary to impact the sources of homelessness and ensure those experiencing homelessness options for permanent housing to their preferences. To that end, the CoC may enter into negotiation with other Continuums of Care to expand its responsibilities, authorities, and influence, at the direction of the HRS Leadership Council.

# OVERVIEW OF RESPONSIBILITIES

The Austin / Travis County Continuum of Care will complete the following activities to ensure the resources, activities, and coordination of the Homelessness Response System is organized and structured to achieve its goal of fulfilling the mission of the CoC to end homelessness in Austin.

## OPERATING A COC

### I. Regular Meetings

Regular and consistent meetings between CoC governance members, providers, funders, stakeholders, and other representatives is critical to the functions of the Homelessness Response System. To this end, the CoC will hold an all stakeholder meeting, with published agendas, at least semiannually. The Homelessness Response System Leadership Council will meet at least monthly. Other CoC Committees and Workgroups will establish meeting schedules necessary to carry out their purpose and scope of work.

### II. Invitation for New Members

Diverse representation and inclusion of additional and new stakeholders furthers the CoC goals of racial equity and coordinated system's planning and efforts. To this effect, the CoC will issue a public invitation for new stakeholders from within the CoC's geographic area at least annually, affirmatively outreaching to organizations and partners with resources dedicated to those experiencing homelessness.

### III. Board Selection

The CoC has adopted the Board Selection Policy to ensure the Homelessness Response System Leadership Council is composed of representatives of diverse racial backgrounds, lived experiences of homelessness, and across the Homelessness Response System. The CoC will review, update, and approve the selection process at least once every five years. The CoC board must meet all requirements as specified in 24 CFR part 578.5(b).

**IV. Additional Committees**

The CoC utilizes Committees and Workgroups composed of CoC stakeholders and experts to complete the work of the HRS Leadership Council. These groups must operate in accordance with the CoC Meetings Policy.

**V. Governance Charter**

In consultation with the collaborative applicant and the Homeless Management Information System (HMIS) lead, the CoC will develop, follow, and update annually this Governance Charter to include all procedures and policies needed to comply with 24 CFR part 578.5(b) and with HMIS requirements as prescribed by HUD. The CoC will also develop, follow, and update annually a Conflict of Interest and recusal process for the board, its chair(s), and any person acting on behalf of the board.

**VI. Monitoring**

The HEARTH Act charges CoCs to monitor the performance, compliance, and project outcomes of projects dedicated to serving those experiencing homelessness in the geographic area. The CoC, and its Lead Agency, provides support, training, and technical assistance to providers within the geographic area. Furthermore, the CoC will take action against CoC project poor performers to support the development of a high performing system. Furthermore, the Leadership Council will identify entities within the CoC to take remedial action in accordance with performance monitoring policies and procedures.

**VII. Evaluation**

To ensure that the homelessness interventions utilized by the Homelessness Response System are tailored to the unique influences and conditions of the community, the CoC will establish performance targets as appropriate for subpopulations and homelessness intervention program types in consultation with recipients and subrecipients. The establishment of consistent definitions for homelessness intervention program types enable consistency in service delivery and system outcomes.

**VIII. Coordinated Entry**

The CoC will establish and operate a coordinated assessment system, in consultation with Emergency Solutions Grant and other program recipients, in compliance with the Coordinated Entry Written Standards. The coordinated assessment will provide an initial, comprehensive assessment of the needs of individuals and families for housing and services and ensure referral to appropriate housing and services.

**IX. Written Standards for Service Delivery**

The CoC will establish and consistently follow written standards for providing assistance, in consultation with the recipients of Emergency Solutions Grants program funds. The Austin / Travis County Continuum of Care has developed and adopted Written Standards for Service Delivery for the Homelessness Response System following the requirements of 24 CFR 578.7(a)(9).

**COC PROGRAM AND PLANNING OBLIGATIONS**

The CoC is responsible for coordinating the implementation of a housing and service system to prevent and end homelessness within its geographic area. This responsibility includes:

**I. System Coordination**

The Continuum of Care will develop and maintain a plan that includes coordinating the implementation of the Homelessness Response System providing housing and service systems within its geographic area that meets the needs of the homeless individuals and families. At a minimum, such system encompasses the following: outreach, engagement, and assessment; shelter, housing, and supportive services; and prevention strategies.

**II. Point in Time (PIT) Count**

The Continuum will, on a biennial basis, plan and conduct a point-in-time count of homeless persons within the geographic area. This count will include all persons living in a place not designed or ordinarily used as a regular sleeping accommodation for humans, as well as persons living in emergency shelter and transitional housing projects.

**III. Annual Gaps Analysis**

In conjunction with the annual update to the Action Plan to End Homelessness, the Collaborative Applicant will conduct a gaps analysis of the homeless needs and services available within the geographic area. This annual Needs and Gaps report will include various analyses of system performance and outcomes in the preceding year to highlight how well the system is doing in serving people's needs and to make recommendations about system improvement. The report will also be used to inform funding priorities.

**IV. Consolidated Planning**

The coordination, planning, and alignment of efforts to end homelessness across the geographic area is critical to achieving the goal

of ending homelessness for the community. To this end, the Collaborative Applicant, as appointed by the CoC Board, actively participates in the development and accuracy of regional Consolidated Plans and Action Plans for the regions included in the CoC geographic area.

**V. ESG Consultation**

Recognizing that the Emergency Solution Grant provided funding for critical activities and crisis services for those experiencing homelessness, the Collaborative Applicant, as appointed by the CoC Board, consults with the state and local ESG recipients within the CoC geographic area for the planning and allocation of funds. The CoC also establishes and supports the shared performance outcomes and monitoring of ESG program recipients and subrecipients.

**DESIGNATING AND OPERATING HMIS**

The Continuum of Care will designate a single Homelessness Management Information System (HMIS) for the CoC and identify an eligible recipient to fulfill the requirement of the HMIS, including the selection of an HMIS vendor, providing HMIS technical assistance and training, ensuring all HUD required reports are submitted, and maintaining the integrity of data quality. The HMIS Lead Agency ensures all requirements are met to fulfill its responsibilities as outlined in the HMIS Policy and Procedures, the HMIS Governance Charter, and other local policies adopted and approved by Leadership Council.

The Austin / Travis County Continuum of Care has selected the Ending Community Homelessness Coalition to fulfill the responsibilities of the HMIS Lead for the community as well as additional responsibilities as outlined in the HMIS Lead Agency Memorandum of Understanding.

**DESIGNATING THE COLLABORATIVE APPLICANT AND COC PROGRAM PLANNING FUNDS**

The Continuum of Care Program NOFA requires the selection of an eligible recipient to complete the requirements of the CoC Program NOFA, including the completion of the Collaborate Application detailing the communities accomplishments and efforts to end homelessness in the community, the Priority Listing detailing funding recommendations for CoC Program funds, and the completion of the CoC Planning Grant.

The Austin / Travis County Continuum of Care HRS Leadership Council, as appointed by the CoC, has selected the Ending Community Homelessness

Coalition to fulfill the responsibilities of the Collaborative Applicant for the community as well as additional responsibilities as outlined in the Collaborative Applicant Memorandum of Understanding regarding supporting the CoC on fulfilling its responsibilities regarding the CoC Program NOFA. The Leadership Council, or its appointed representative(s), maintains its responsibility to approve content and submission of the Collaborate Application, Priority Listing, and CoC Planning Grant.

# GOVERNANCE STRUCTURE

The Austin / Travis County Continuum of Care recognizes the Homelessness Response System (HRS) Leadership Council as the CoC Board and primary decision-making body for the geographic area, responsible for achieving the goals and objectives of the community to create and manage the system to prevent and end homelessness. The Leadership Council will establish and maintain the strategic vision of the CoC and strive to executive delegate tasks, efforts, and actions to ensure progress of the mission. The HRS Leadership Council will utilize the CoC Governance structure of Committees and Workgroups to further and align the work of the CoC.

## **HRS LEADERSHIP COUNCIL REQUIREMENTS**

### **I. Representation**

The HRS Leadership Council must be comprised of representatives of relevant organizations and projects serving those experiencing homeless including subpopulation, persons with substance use disorders; persons with HIV/AIDS; veterans; persons experiencing chronic homelessness; families with children; unaccompanied youth; persons with persistent mental health issues; victims of domestic violence, sexual assault, and stalking. One HRS Leadership Council member may represent the interests of more than one homeless subpopulation, and the Leadership Council must attempt to ensure a diverse representation of stakeholders to efficiently achieve its responsibilities. See Appendix A for the current Homelessness Response System Representation.

### **II. Homelessness Representation**

The HRS Leadership Council must meet the minimum requirements outlined in the Selection Policy. That is, HRS Leadership Council will have a minimum of three (3) dedicated seats that are reserved for community advocates who identify as persons with lived expertise of homelessness. The HRS Leadership Council will strive to recruit individuals to participate beyond the minimum.

**III. Equitable Representation**

The Austin Homeless Response System is dedicated to racial equity and building a leadership council that is representative of the Austin community, providers and stakeholders within the homeless response system; and most importantly, the individuals and families experiencing homelessness. To this end, one - third of the HRS Leadership Council will be composed of people who identify as non-white and / or Hispanic.

**IV. Selection Policy**

The Austin / Travis County CoC Homelessness Response System Leadership Council has developed and adopted a [HRS Leadership Council Selection Policy](#) to maximize diverse representation of homelessness system stakeholders and individuals with lived experience, and to further the CoC's goal of racial equity. This policy governs the process, frequency, and procedures of selecting the members of the CoC board, Leadership Council.

**V. HRS Leadership Council Officers**

The HRS Leadership Council will select two Co-Chairs, as outlined in the [HRS Leadership Council Selection Policy](#). The Leadership Council Officers, supported by the Collaborative Applicant, are responsible for the finalization of Leadership Council meeting agendas, facilitating Leadership Council meetings, and calling for votes regarding action items identified in the Leadership Council Agenda.

**VI. Roadmap**

The Leadership Council will annually develop and adopt a work plan, the Roadmap, to outline the CoC's main goals and define key strategies, objectives, partnerships, expected outcomes, and action items to make progress on each of these goals, informed by the mission of the CoC. The Roadmap identifies the delegated authority to the Committees to establish and enact the system policies and processes necessary for system advancement as identified by the Leadership Council, as well as the expected deliverables timeline, and project updates quarterly. The Leadership Council Roadmap must establish Continuum-wide system priorities and oversee the efforts of the entire CoC Governance Structure.

## **VII. Conflict of Interest**

All CoC Leadership Council members will avoid conflict of interest and will annually reaffirm their compliance with the CoC Conflict of Interest Policy in writing.

## **COC COMMITTEES AND WORKGROUPS**

The Austin / Travis County CoC will utilize Committees and Workgroups to fulfill the responsibilities of the CoC, achieve the objectives of the Roadmap, develop and adopt system policies and processes, and to align the work of the Homelessness Response System. In addition, Affinity Groups may be created by CoC stakeholders to contribute to the work of the Homeless Response System, but are not recognized as decision making bodies of the CoC.

### **I. CoC Committees**

#### **a. Committee Creation**

The Homelessness Response System Leadership Council authorizes the creation and scope of work of all Committees as system needs are identified. The HRS Leadership Council will delegate issues and responsibilities to existing Committees when possible and actively work to limit the number of Committees acting within the Governance structure to ensure streamlined delegation of work and minimize duplication of work.

#### **b. Purpose and Responsibilities**

The CoC will utilize Committees to meet the needs of the Homeless Response System to track system progress, address system needs and gaps, and update and adopt critical system policies and procedures.

#### **c. Committee Composition**

Each Committee will be composed of no fewer than 7 voting members and no greater than 15 voting members. A Committee may not contain two or more voting members from the same agency or entity without Leadership Council approval. All Committees are required to maintain at minimum one (1) voting position for the Collaborative Applicant, one (1) voting position for the Leadership Council, three (3) voting positions for individuals with lived experience of homelessness, and an additional three (3) voting positions for equity advocates from marginalized communities.

**d. Selection Process**

CoC Committee members will serve 2 year terms, with the option for a third. No Committee members may serve for 6 years consecutively, with the exception of the lived expertise or Collaborative Applicant representation. Vacant Committee seats will be publicly posted for at least the interim of 2 meetings. Applicants will be appointed to vacant seats by a majority vote of the Committee members, with terms ending the last calendar meeting of the year their term expires.

**e. Committee Leadership Officials**

Committees will identify a two Co-Chairs to fulfill the responsibilities of Committee Officers, with responsibilities similar to those as outlined in Section (5) (a)(v) of this document. Each officer will serve a 2 year term, with Chairs beginning on different years to maintain one consistent Chair across each year mark. At the first year mark, one Chair will step down to begin staggering terms.

**f. Work Plan Development**

Annually, Committees must develop a Work Plan to identify activities, responsibilities, and goals as delegated to the Committee by the CoC Leadership Council Roadmap. The Work Plan must be approved by HRS Leadership Council. The Work Plan must clearly identify the purpose, roles, and responsibilities of a Committee, annual goals for the Committee, measurable outcomes for success, timeline for completion, and Purpose for each Workgroup. Committees will report at least quarterly to the Leadership Council with progress on Work Plans and updated timelines for completion. Any changes to the authority, purpose, roles, responsibilities, etc., of a Committee must be authorized by the Leadership Council. Changes to Workgroup purposes, delegated authority, scopes of work, or tasks must be approved by a majority vote of the Committee, and informed to the Leadership Council at the next quarterly report.

**II. CoC Workgroups**

**a. Purpose**

Workgroups function as networking bodies for the CoC and provide forums for topical subject-matter experts to work together to collaborate, discuss issues, and implement system

strategies. They will be tasked by their corresponding oversight committees to discuss and provide recommendations, through consensus decision-making, to the committees for decisions.

**b. Workgroup Creation**

Workgroups will be created and approved by Committees as necessary to achieve the Committee's Work Plan. Any voting Committee member may submit a proposal to the Committee for Workgroup creation consideration. The Committee Work Plan will identify each Workgroup, purpose, and delegated decision making authority, if any.

**c. Workgroup Decision Making Structure**

Workgroups will strive to achieve majority consensus on items and policies appointed to the Workgroup by its oversight committee. No workgroups will not be allowed to approve or enact systemic policy changes, and could be empowered by their committee to approve and enact operational changes as limited by the Committee Work Plan.

**d. Workgroup Composition**

All Workgroups are required to maintain two (2) voting positions for individuals with lived experience of homelessness, and an additional two (2) voting positions for equity advocates from marginalized communities.

## **COC RULES OF GOVERNANCE**

**I. Leadership Council & Committee Meeting Quorum & Voting**

Leadership Council Members will be expected to attend regularly scheduled and special meetings as part of their service. The Leadership Council members must inform ECHO staff and the Leadership Council Co-chairs if they are going to miss or be 20 minutes or more late to a meeting. Joining a meeting 20 minutes or more late is considered an absence. In the event of an absence, it is the responsibility of the individual Leadership Council member to reach out to the ECHO staff support or Leadership Council Co-Chairs to follow up and catch up on what they missed during their absence. If a leadership council member is absent in 3 out of 6 consecutive meetings, the Leadership Council will go into executive session for discussion of said leadership council representatives absences, which could possibly lead to a vote to dismiss council members. ECHO support staff will track attendance and provide that information to Council at each regular meeting.

In the case that a Leadership Council member needs to take an extended leave for personal reasons (including but not limited to parental, medical, family leave, etc.), but intends to return to Leadership Council, the Leadership Councilmember can nominate a delegate that would need to be approved by the Leadership Council to fill their seat and duties until they are able to return in full capacity. In the event that they do not return or are unable to fulfill their duties, their seat will be vacated and the Leadership Council will be responsible for filling their seat. Extensions of a delegate's service time will be at the discretion of a Leadership Council vote. This meeting attendance policy also applies to committee members in the CoC governance structure.

## **II. Code of Conduct**

Austin / Travis County CoC business will be conducted in a manner that reflects the highest standards and in accordance with federal, state, and local laws and regulations. Leadership Council members will act in accordance with and maintain the highest standards of professional integrity, impartiality, diligence, creativity and productivity. Council members shall not derive a personal or professional profit or gain, directly or indirectly, due to participation with the Leadership Council.

### **III. Meeting Frequency**

The HRS Leadership Council will meet no less frequently than six (6) times per year, striving to meet monthly, at such times and places as the Council determines, and a twelve - month calendar of regularly scheduled meetings will be set and approved during the first meeting of each year. The Leadership Council Co-Chairs may call a special meeting of the Council provided it meets all notice and quorum requirements to address urgent matters.

Committee and workgroup leadership will determine the frequency of committee meetings with the approval of committee members.

The Board and its Committees shall take all reasonable and practical steps to keep CoC stakeholders informed about their activities.

A calendar of scheduled Board and Committee meetings will be posted on the CoC website. Meetings will be held in accessible and convenient locations. While in-person attendance is generally encouraged for all meetings, Meetings may occur using remote access technology or be in-person. In-person meetings should also include a remote access option or provide an opportunity to participate in work through written feedback before and/or after meetings.

### **IV. Meeting Agendas, Motions, Motion Amendments, and Minutes**

The Council will disseminate agendas, materials and any known motions proposed for a vote three (3) days in advance of scheduled meetings. Leadership Council members will use their best efforts to propose to the Leadership Council Co-Chairs in writing any desired changes to the agendas or motions. The Council will disseminate draft minutes of the meeting within thirty (30) days of the completion of such meeting. Disseminate means emailing to members of the Council and/or Committee and posting on the CoC website.

Committees will post upcoming meeting dates to the CoC website and disseminate agendas and motions proposed for vote three (3) days in advance of scheduled meetings. The Committees will disseminate draft minutes of the meeting within seven (7) days of the completion of the meeting.

**V. Open Meetings**

Attendance at meetings of the LC and Committee meetings will be open to any interested person to observe.

**VI. Notice of Meeting**

The calendar of scheduled meetings of the Leadership Council meetings will be posted on the CoC website. Special meetings may be called in situations when the Leadership Council must vote on decisions that need to be made off the regular meeting schedule. When such a meeting is called a meeting notice will be sent out a meeting notice to the full CoC email list at least twenty four (24) hours in advance. Special meetings for committees may be scheduled as agreed upon by the majority of the committee members.

**VII. Action without Meeting**

The Leadership Council or Committee may take an action without a meeting, provided:

- The action is within its authority,
- it is approved via email or conference call or letter when email is unavailable,
- it is approved by a 2/3 majority of all then-seated Council or Committee members who are entitled to vote on the matter and meet quorum requirements, and
- the Council or Committee gives an explanation of the urgency of acting without a meeting.

**VIII. Meeting Attendance**

Leadership Council Members will be expected to attend regularly scheduled and special meetings as part of their service. The Leadership Council members must inform ECHO staff and the Leadership Council co-chairs if they are going to miss or be 20 minutes or more late to a meeting. Joining a meeting 20 minutes or more late is considered an absence. In the event of an absence, it is the responsibility of the individual Leadership Council member to reach out to the ECHO staff support or Leadership Council co-chairs to follow up and catch up on what they missed during their absence. If a Leadership Council member is absent in 3 out of 6 consecutive meetings, the Leadership Council will go into executive session for discussion of said Leadership Council representatives absences, which could possibly lead to a vote to dismiss Councilmembers. ECHO support staff will track attendance and provide that information to Council at each regular meeting.

In the case that a Leadership Council member needs to take an extended leave for personal reasons (including but not limited to parental, medical, family leave, etc.) but intends to return to Leadership Council, the Leadership Council member can nominate a delegate that would need to be approved by the Leadership Council to fill their seat and duties until they are able to return in full capacity. In the event that they do not return or are unable to fulfill their duties, their seat will be vacated and the Leadership Council will be responsible for filling their seat. Extensions of a delegate's service time will be at the discretion of a Leadership Council vote. This meeting attendance policy also applies to committee members in the CoC governance structure.

# APPENDIX A

## *Current Homelessness Response System Leadership Council Representation*

Seat Category	Number/Type	Term
<b>Government</b> <ol style="list-style-type: none"> <li>Local Government Representative – Travis County</li> <li>City of Austin Homeless Strategy Officer</li> <li>City of Austin Equity Office and/or Civil Rights Office</li> </ol>	3 Appointed Seats	No Term Limit
<b>Public Housing Authority Representative:</b> Housing Authority City of Austin (HACA)	1 Appointed Seat	No Term Limit
<b>Homeless Response System Providers</b> <ol style="list-style-type: none"> <li>HUD funded <u>Provider</u></li> <li>Provider NOT a recipient of HUD funds</li> </ol>	2 Elected Seats	<u>2 year</u> min to 3 year max
<b>Healthcare and/or Disability</b>	1 Elected Seat	<u>2 year</u> min to 3 year max
<b>Mental Health/Substance Abuse</b>	1 Elected Seat	<u>2 year</u> min to 3 year max
<b>Education or Workforce Development</b>	1 Elected Seat	<u>2 year</u> min to 3 year max
<b>Persons with Lived Expertise of Homelessness</b> <ol style="list-style-type: none"> <li>Youth or Young Adult Community Advocate w/Lived Experience of Homelessness</li> <li>Community Advocate w/Lived Experience of Homelessness</li> <li>Community Advocate w/Lived Experience of Homelessness</li> </ol>	3 Elected Seats	<u>2 year</u> min to 3 year max
<b>System Partner</b> Note: <i>To ensure maximum representation, the “System Partner” seats should prioritize candidates that increase diverse representation both racially and/or subpopulation experience.</i>	3 Elected Seats	<u>2 year</u> min to 3 year max