

MONMOUTH COUNTY HOMELESS SYSTEM COLLABORATIVE

ARTICLE 1 – ORGANIZATION

A. Name: The name of this organization shall be the Monmouth County Homeless System Collaborative (Monmouth HSC)

B. Service Area: The Monmouth HSC will enable homeless provider agencies to serve the homeless and those at imminent risk of homelessness in the Monmouth County geographic area.

C. Address: The principal office of the Monmouth County Homeless System Collaborative shall be at the Monmouth County Department of Human Services, Division of Planning & Contracting, Human Services Building, 3000 Kozloski Road, Freehold, NJ 07728.

ARTICLE 11 – MISSION

Mission: The mission of the Monmouth HSC is to ensure that every resident of Monmouth County who experiences homelessness or is at imminent risk of homelessness will have access to community and system resources to resolve their immediate housing crisis and facilitate their transition from homelessness to stability in permanent, affordable and safe housing.

Vision: The HSC is charged with overseeing the implementation of the strategic plan to end homelessness and the annual application process to the U.S. Department of Housing and Urban Development (HUD). The HSC provides a forum for analysis and discussion of emerging needs, development of program standards, and assessment of progress toward ending homelessness and identification and coordination of other sources of funding. The HSC shall implement the Monmouth County Strategic Plan to End Homelessness and monitor progress towards the plan goals.

The HSC coordinates a broad array of services that includes, but is not limited to:

- Outreach Assessments
- Prevention of Homelessness
- Emergency Shelter/Services
- Rapid Rehousing
- Transitional Housing
- Case Management/Support Services
- Permanent Housing
- Education Resources

The HSC agencies will provide these services through funding from local, state, federal and private sources. The HSC collaborates with other agencies, government; the faith based community and other concerned organizations and individuals.

ARTICLE III – HSC MEMBERSHIP

A. Membership:

Membership on the HSC shall consist of executive-level members (or their designees who have been granted decision-making powers). No agency shall be represented by more than one individual for the purposes of voting. The HSC shall be governed by an Executive Committee (See Article IV).

B. Designee:

The designee's name and title shall be submitted to the Monmouth County Department of Human Services, Division of Planning & Contracting, prior to the meeting at which the designee will appear. Designees may **not** be changed without written notification.

C. There shall be one member from each entity named below: (including but not limited to)

Category A: Local Government representatives

Monmouth County, Dept. of Human Services, Division of Planning & Contracting,
HSAC Administrator
Monmouth County Planning Division, Office of Community Development
Monmouth County, Dept. of Human Services, Division of Social Services
Monmouth County WIB
Monmouth County Veterans Services

Category B: Public Housing Authority(s) located in Monmouth County

Category C: Education Community

Monmouth County Homeless Services Training Director
Brookdale Community College/Monmouth University/Rutgers
Superintendent of Schools

Category D: Federal/State Government (including but not limited to):

Veterans Administration, NJ Office
Department of Children & Families
Department of Human Services

Category E:

Providers of Homeless Services and/or Housing receiving local, county, state or Federal government funds (such as, but not limited to CDBG, SSH, ESG, HOME, HUD)

Category F:

Providers of Services and/or Housing not receiving government funds but serving the following populations (if not represented in Category E): Youth, Single Adults, Reentry, Veterans, Families, People in housing crisis (Prevention).

Category G: Community Stakeholders (including but not limited to):

United Way of Monmouth County

Local Hospitals and Other Health Care Representatives

Federally Qualified Health Centers

An individual (consumer/advocate) who has an interest and/or works in the field of homelessness

- D. There will be a minimum of two members representing consumers. One of these two members is a homeless consumer or formerly homeless consumer.
- E. Category F & G Agencies wishing to be considered for membership on the HSC should submit an application to the Executive Committee.

1. Membership Eligibility:

a. Organizational membership

- 1. Ascribe to the mission and program standards of the HSC.
- 2. Have a demonstrated understanding and knowledge in the field of homelessness.
- 3. Shall be committed to providing quality service through cooperative, noncompetitive means, and networking with programs in the field of homelessness.
- 4. Maintain general and professional ethical standards.
- 5. Have a governing board, i.e. a board of directors/board of governors or an advisory board.

b. Individual membership

- 1. Ascribe to the mission and program standards of the HSC.
- 2. Have a demonstrated understanding and knowledge in the field of homelessness.
- 3. Maintain general ethical standards.

2. Approval and Removal of Members

- a. Approval of a new member is by majority vote of the HSC Executive Committee, upon recommendation of the HSC.
- b. Removal of a member shall be for good cause or for acting in a manner seriously detrimental to the corporation. Such a removal should be approved by a majority vote of the HSC Executive Committee, upon recommendation of the HSC Membership Committee.

F. Meetings:

The full HSC shall meet at least four times per year, but may meet more often, as determined by the Chair of the Executive Committee. The Chair shall establish the date, time and place of each meeting. There shall be at least two weeks' notice for regular meetings and at least 48 hours for emergency meetings. The notice shall contain a tentative agenda and minutes from the last meeting. The first meeting of the calendar year shall be designated as the Annual Meeting, at which time elections are to occur.

G. Attendance:

All members are expected to regularly attend HSC meetings. All members are expected to regularly attend 75% of the HSC meetings. The Executive Committee reserves the right to remove any member for consistent failure to attend without a reasonable explanation. Meetings are open to the general public. Anyone who attends any meeting will be considered a "Participant," but will not have voting rights.

H. Quorum & Voting

Those members present at any meeting will constitute a quorum. All votes will be taken by roll call or ballot of all official representatives.

I. Minutes of Meetings

Minutes shall be kept of every meeting and shall include, at a minimum, the date, time and place of the meeting, the number of the attending organization members, the topics discussed, the decisions reached and actions taken, the list of roll call votes on all motions, any reports made, and other information as may be deemed necessary by the Chairperson.

ARTICLE IV: LEADERSHIP & DECISION-MAKING

- A. For the purposes of relating to HUD, the Monmouth County Department of Human Services, Division of Planning & Contracting will serve as the Collaborative Applicant and lead administrative agency of the HSC.
- B. The HSC and all its committees shall be staffed by the County of Monmouth, Planning Division, Office of Community Development and Department of Human Services, Division of Planning & Contracting, and/or an entity designated by the Executive Committee of the HSC.
- C. The leadership group of the HSC shall be known as the Executive Committee.
- D. The purpose of the Executive Committee is annually:
 - to set priorities for homelessness services and housing based on analysis of community data and need, in accordance with HUD and the State of New Jersey;

- to make funding recommendations to the Collaborative Applicant for the annual allocation from the U.S. Department of HUD;
- to assure that programs receiving HUD funding are appropriately monitored and meet program performance standards;
- to identify additional funding sources that contribute to the community's ability to respond to homeless populations;
- to monitor the effective functioning of the HSC, including review of attendance;
- and to oversee the Monmouth County Strategic Plan to End Homelessness.

E. Membership

The Membership of the Executive Committee shall consist of 12 to 15 voting members, as delineated below. The Executive Committee will also include up to 3 Ex-Officio members in addition to the voting members. The Director of the Monmouth County Department of Human Services shall serve as one of the 3 Ex-Officio members of the HSC Executive Committee. The additional Ex-Officio positions may be filled by appointment from the voting Executive Committee members. No more than one employee of an agency shall serve on the Executive Committee at any one time.

Category A: All Funders

- Monmouth County Board of Chosen Freeholders – (1) Member
- United Way of Monmouth County
- Foundations

Category B: Community Stakeholders

- Business
- Education
- Healthcare
- Two additional members (such as food pantries or other interested stakeholders)
- Homeless or formerly homeless person

Category C: Direct Providers of Homeless Services and/or Housing

- Three (3) provider agencies chosen from the membership by nomination and ballot at the annual meeting. Agencies chosen will rotate every two (2) years.

F. Terms of Service

Category C member organizations shall be elected for 2 (two) year terms and may stand for reelection upon the completion of their terms with a maximum of six years of service.

G. Chairmanship

The chair of the Executive Committee shall be elected annually. The maximum term of service is two (2) years.

H. Meetings

The Executive Committee shall meet at least 6 times annually. The Chair of the Executive Committee will establish the date, time and place. The notice shall contain a tentative agenda and minutes from the last meeting.

I. Quorum & Voting

A quorum shall consist of seven (7) members, at least one member of each category. Voting requires the presence of a quorum. Executive members cannot vote unless they have attended 65% of the meetings during the preceding twelve months and this allows for a designee who has voting rights to attend in the members place.

J. Minutes of Meetings

Minutes shall be kept of every meeting and shall include, at a minimum, the date, time and place of the meeting, a list of the attending members, the topics discussed, the decisions reached and actions taken, the list of roll call votes on all motions, any reports made, and other information as may be deemed necessary by the Chairperson. A copy of the minutes shall be made available to the HSC membership. The HSC Lead will keep official copies of the minutes for a minimum of seven years as is the standard for HUD documentation.

K. Conflicts of Interest

It is the policy of the Monmouth HSC that a conflict, or the appearance of a conflict between the HSC-decision making entity and the organizations receiving awards of grants shall in all cases be avoided. All members of the HSC decision-making entity shall absent themselves from discussing and voting on projects in which they or their agency have a financial or potential financial interest.

L. Homeless Management Information System (HMIS)

The Monmouth County Homeless Systems Collaborative shall require all HUD and County funded programs to participate in the Homeless Management Information System (HMIS), unless programs are otherwise exempt by federal regulations. Monmouth County, as a member of the Statewide New Jersey Homeless Management Information System Collaborative (NJHMIS Collaborative), has approved the New Jersey Housing and Mortgage Finance Agency (NJHMFA), acting as the administrative agent on behalf of the NJHMIS Collaborative, to serve as the lead agency for the Monmouth County HSC HMIS system. In accordance with the decisions of the NJHMIS Collaborative, Foothold Technology Service has been selected as the sole HMIS software provider and shall enter into contract with NJHMFA as the HMIS Lead Agency to provide for all of the HSC HMIS needs. The roles and responsibilities of the HSC

and HMIS Lead Agency will be defined in the HMIS Memorandum of Understanding that is reviewed annually and signed by the HSC Lead Agency and the HMIS Lead Agency. Local agencies entering information into the HMIS will be required to enter into an agreement with NJHMFA and pay a participation fee as defined by the HMIS Lead Agency. The HMIS policies and procedures as well as program standards will be developed through the NJHMIS Collaborative in consultation with the HMIS Lead Agency. Additional HMIS program standards may be developed by the Monmouth County HSC in order to facilitate the implementation of an effective homeless system. All agencies participating in HMIS shall be required to adhere to the program standards developed by the NJHMIS Collaborative as well as the local HSC Executive Board.

ARTICLE V: ANNUAL DECISION-MAKING PROCESS

- A. The Executive Committee shall set community priorities in keeping with the overall mission of the HSC.
- B. The Executive Committee shall set performance standards to be incorporated in contracts with all funded provider agencies and nothing in this document shall imply that the HSC supersedes the authority of the contractor.
- C. The Proposal Review Committee shall consist of members of the Executive Committee from categories A. (All Funders) and B. (Community Stakeholders). This Proposal Review Committee will review all applications for new or renewal projects and make recommendations to the full Executive Committee for approval.

ARTICLE VI: COMMITTEES

A. The Executive Committee Chairperson shall appoint individuals to chair the various standing committees and other committees on an as-needed basis. The appointee may be an executive-level member of the HSC or other staff member or community volunteer.

B. Responsibilities of Committees

- a. Responsibilities of the Committee Chairpersons are to:
 - 1. Hold regularly scheduled meetings;
 - 2. Send out meeting notices;
 - 3. Facilitate committee meetings;
 - 4. Carry out goals and objectives of committee with committee members;
 - 5. Keep accurate attendance records; and
 - 6. Report to the full HSC on a quarterly basis.
- b. Committee Participation – HSC member agencies are expected to actively participate on pertinent committees. Committee members' responsibilities are to:

1. Regularly attend committee meetings called by the committee chair;
2. Participate in committee discussions;
3. Assist in the development and implementation of committee activities such as policy development, surveys, etc.;
4. Participate in committee activities related to preparation of relevant sections of HUD applications.

C. The following shall be the standing committees of the Monmouth County HSC

- a. Membership Committee
Purpose: Solicit new members and make recommendations for removal of members who are in violation of the bylaws.
- b. Coordinated Systems Committee
Purpose: To establish a single point of entry where all residents of Monmouth County can access appropriate benefits and referrals.
- c. Permanent Housing Committee
Purpose: Development of permanent, affordable and safe housing.
- d. Discharge Planning Committee
Purpose: To develop and implement policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.
- e. Data/PIT Committee
Purpose: To evaluate the HMIS data, look at outcomes, recidivism, trends etc. To develop methodology and tools to conduct point-in-time surveys to identify the homeless or those who are at imminent risk of homelessness and to implement such surveys on at least an annual basis.
- e. Emergency, Prevention & Housing Forum
Purpose: To provide a forum for agencies to discuss trends and issues among those seeking services related to homelessness, prevention and permanent housing and to utilize data to inform committee recommendations.
- f. Housing Management Information System (HMIS) & Data Forum
Purpose: To engage all funded providers in meeting expectations for maintaining accurate and up-to-date program-level data and to provide a forum to discuss HMIS issues or problems.

- D. Other committees and subcommittees may be established to respond to community needs and/or emerging funding sources (e.g. frequent users of emergency services, veterans).

ARTICLE VII: ADOPTION AND AMENDMENT OF BYLAWS

These Bylaws may be amended at regular or special meeting of the HSC Consortium by a majority vote of the members present and voting. Amendments must be in written form and distributed to members of the Consortium at least two weeks prior to presentation and vote.