

# MONMOUTH COUNTY HOMELESS SYSTEMS COLLABORATIVE

## ARTICLE 1 – ORGANIZATION

**A. Name:** The name of this organization shall be the Monmouth County Homeless Systems 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 alternates 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). The Chairperson of the Executive committee will serve as the Chairperson of the HSC.

#### **B. Designee:**

The member's name and the alternate's name and title shall be submitted to the Monmouth County Department of Human Services, Division of Planning & Contracting

#### **C. There shall be at least one member from each category listed below:**

Category A: Local Government representatives such as:

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 such as:

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

Category D: Federal/State Government such as

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: such as

United Way of Monmouth and Ocean County

Local Hospitals and Other Health Care Representatives

Federally Qualified Health Centers

Individuals including consumers/advocates and homeless or formerly homeless who have an interest and/or work in the field of homelessness

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. In order to insure participation by a wide range of organizations within the Monmouth County HSC, organizations and individuals who meet the description in one of the above categories will be granted membership in the HSC. Applications for membership will be reviewed by the Membership Sub-Committee of the HSC Executive Committee.

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

D. Meetings:

The full HSC shall meet at least four times per year, including twice as CEAS, but may meet more often, as determined by the Chairperson of the Executive Committee. The Chairperson 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.

E. Members in Good Standing:

Members are encouraged to attend HSC meetings and to participate in a minimum of one sub-committee. Members in good standing will maintain voting rights. 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 only approved members have voting rights.

F. Quorum & Voting

Those members present at any meeting will constitute a quorum. Votes may be taken by roll call or by email.

G. 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 as follows:

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.
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#### E. Executive Committee 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. Ex-Officio members do not have voting rights. The Monmouth County Freeholder who is liaison to Human Services is included as an Ex-Officio member. The additional Ex-Officio positions may be filled by appointment by the 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 such as

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

Category B: Community Stakeholders such as

- Business
- Education
- Healthcare
- Representatives of community services (such as food pantries or other interested stakeholders)
- Homeless or formerly homeless person

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

## F. Terms of Service

Members shall be elected for a one, two or three year term and may stand for reelection upon the completion of their term.

## G. Chairperson

The chairperson of the Executive Committee shall be elected by the Executive Committee annually at the first meeting of the year.

## H. Meetings

The Executive Committee shall meet at least 6 times annually. The Chairperson 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. Voting requires the presence of a quorum. Voting may also be done by email.

## J. Minutes of Meetings

Minutes shall be kept of every meeting. A copy of the minutes shall be made available to the HSC membership. The HSC staff person 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. Sub-Committees

1. The Executive Committee Chairperson shall appoint individuals to chair the various standing sub-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.

### 2. Responsibilities of Sub-Committees

a. Responsibilities of the Sub-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 at the general membership meetings
7. Attend Executive Committee meetings to make committee reports and participate in discussion

b. Sub-Committee Participation – HSC member agencies are expected to actively participate on pertinent sub-committees. Sub-Committee members' responsibilities are to:

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

3. The following shall be the standing sub-committees of the Monmouth County HSC Executive Committee

a. Membership Sub-Committee

Purpose: Review membership applications. Expand the membership of the MCHSC and solicit new members from the community. Make recommendations for removal of members who are in violation of the bylaws.

b. Coordinated Systems Sub-Committee

Purpose: To establish a single point of entry where all residents of Monmouth County can access appropriate benefits and referrals.

c. Permanent Housing Sub-Committee

Purpose: Development of permanent, affordable and safe housing.

d. Discharge Planning Sub-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 and Homeless Management Information System (HMIS) Sub-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. 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.

f. Veterans Services Sub-Committee

Purpose: To insure coordination among organizations providing assistance to homeless veterans with the goal of ending veterans' homelessness.

M. Annual Decision Making Process

1. The Executive Committee shall set community priorities in keeping with the overall mission of the HSC.
2. 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.
3. The Proposal Review Committee shall consist of members of the Executive Committee. This Proposal Review Committee will review all applications for new or renewal projects and make recommendations to the full Executive Committee for approval. Representatives of agencies that receive CoC funding or are applicants for CoC funding may not participate in the Review Committee.
4. Other committees and subcommittees may be established to respond to community needs and/or emerging funding sources.

**ARTICLE V: 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 VII: ADOPTION AND AMENDMENT OF BYLAWS**

These Bylaws may be amended at regular or special meeting of the HSC Collaborative by a majority vote of the members present and voting. Amendments must be in written form and distributed to members of the Collaborative at least two weeks prior to presentation and vote. A quorum of members must be present to move forward with the vote. A majority of members or their alternates is required to constitute a quorum

