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| Modality | Podcast |
| Topic | CoC Duties and Governance Charter |
| Subtopic | Governance Charter |
| Interviewer | |
| Speaker | |
| Pre-Intro | You're listening to Continuum of Care 2.0, a podcast sponsored by the U.S. Department of Housing and Urban Development. |
| Intro | <i>[Start jingle with ducking (music gets quieter when speaker starts)]</i> . Welcome to Continuum of Care 2.0. This is your host Jessica Hinkson. Today we are joined by April Mitchell and Diane Schmutzler from HUD to talk with us about CoC Duties and Governance Charter. While this podcast provides a brief introduction on this topic, as always, we encourage you to seek complete information on the CoC Program regulation at 24 CFR 578. |
| Interviewer Intro Remarks | Hello, this is Kevin Kissinger. I am here with Diane Schmutzler and April Mitchell, Homeless Program Specialists at HUD. Thanks Diane and April for taking the time to talk to us today about CoC duties and governance charters. |
| Initial question | <p>Can you start by explaining what a Continuum of Care governance charter is?</p> <p>DIANE: Thanks, Kevin. The governance charter we are referring to today is the document that formally documents how responsibilities are assigned within the Continuum of Care, and the expectations associated with how the work will be conducted. It should allow all members of the CoC to understand how the CoC is operated and how decisions are made – essentially, it should make the CoC's operating procedures and decision-making processes transparent to anybody who is interested in reviewing them.</p> <p>APRIL: That's right, Diane. This is important because in the CoC Program interim rule, the CoC has been given responsibility for all of the system-level duties, all of which are critical to the CoC's long-term success. However, it's unlikely that the CoC will do everything itself and therefore stakeholders will need to decide who should take on the day-to-day responsibility for each duty.</p> <p>DIANE: All right, April, let's give everyone an example. For instance, your CoC will need to decide who will take responsibility for monitoring project and system outcomes. Will it be the CoC board, or will it be a ranking committee? Or the staff of the collaborative applicant? Or will the HMIS take on responsibilities? Or perhaps, that role is best assigned to some other entity within your community. Now, in instances where the CoC does identify another organization or workgroup to take responsibility of a duty assigned to the CoC in the interim rule, the governance charter should document that designation as well as the scope of responsibility and authority of the designated organization or workgroup.</p> <p>APRIL: The CoC Program interim rule requires that the governance charter be developed by the HMIS lead, the CoC, and the collaborative applicant and it must include the following:</p> <ul style="list-style-type: none"> • All of the policies and procedures that are required to comply with the requirements designated to the CoC in Subpart B of the interim rule • All policies and procedures required to comply with the HMIS requirements • A code of conduct and recusal process for the board, its chair, and other persons acting on behalf of the board |

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| Follow Up Question | <p>What if a Continuum already has by-laws? Is that the same as a governance charter?</p> <p>APRIL: It may or may not be the same, Kevin. If you have by-laws that govern the policies and procedures of the CoC, then you should look at what is in place and see if it meets all of the requirements we just mentioned. Because some of the requirements in Subpart B of the CoC Program interim rule are new, it is unlikely that your bylaws will consider everything in Subpart B. Now, if that's the case, you will have to update your current bylaws. However, you wouldn't have to start from scratch.</p> <p>DIANE: Now, April, remember - if the by-laws do meet all of the requirements, then you will have to ensure that they have been reviewed and updated within the last year as the CoC Program interim rule requires that the governance charter be updated at least annually.</p> |
| Follow Up Question | <p>So, does the governance charter need to be in a particular format?</p> <p>DIANE: No, you can use any format that works for you and meets your needs. It simply needs to meet all of the requirements that we just discussed.</p> |
| Follow Up Question | <p>Does the full Continuum membership need to review and approve the governance charter each year, or can that be delegated to the board or a rules committee?</p> <p>DIANE: Well, Kevin, The CoC Program does not prohibit the CoC from delegating any of its responsibilities to another organization or workgroup. Therefore, it is possible that the CoC can choose to designate another organization or workgroup to review and update the governance charter annually. The entire CoC, however, must approve this decision. If the CoC chooses to delegate this responsibility to another organization or workgroup, it may want to consider an annual review by a subgroup, with a less frequent update by the full CoC, just to ensure that CoC ultimately maintains a stake in the governance structure. Whatever the CoC decides regarding this process, it must be fully documented in the governance charter and agreed to by the entire CoC.</p> |
| Wrap Up | <p>To wrap up, how can Continuums get help if they have additional questions or aren't sure where to start?</p> <p>DIANE: Well, CoC and community stakeholders can certainly review the resources on the OneCPD Resource Exchange about CoC governance and structure. We are in the process of developing a toolkit related to the CoC boards and governance, which will include checklists and templates to help you develop a charter. Also, if you have a specific question, please submit a question through the OneCPD Ask A Question Portal.</p> |
| Outro | <p><i>[Start jingle with ducking]</i>. Thank you to April and Diane for clarifying the requirements and sharing your ideas with everyone listening today. For more information, please visit the OneCPD Resource Exchange at www.oneCPD.info or HUD's Homelessness Resource Exchange at www.hudhre.info, and as always, refer to the regulation for the specific requirements. This is Jessica Hinkson, and you've been listening to Continuum of Care 2.0.</p> |