

INDIANA BALANCE OF STATE
CONTINUUM OF CARE

INDIANA BALANCE OF STATE (IN 502) CONTINUUM OF CARE
BOARD OF DIRECTORS
BYLAWS

APPROVED JULY 24, 2014

Mission, Guiding Principles, and Purpose of the CoC Board

The mission of the IN Balance of State IN 502 Continuum of Care Board of Directors (referred to as the IN 502 CoC Board throughout) shall be to work collectively to prevent and end homelessness in Indiana.

The guiding principles of the IN 502 CoC Board include a commitment to:

- Ending homelessness with a solutions-driven and consumer-based approach that aligns with federal, state and local best practices that are evidence based or emerging models that can be measured.
- Fiscal stewardship.
- Investment in planning for outcome measurement, analyzing performance, and incorporating information into future decision-making and strategizing.
- Soliciting and incorporating feedback from regional councils regarding local and regional needs and priorities.
- Ethical collaboration, respecting the importance of communication, transparency, and accountability.

The purpose of the IN 502 CoC Board is to align the Continuum of Care (CoC) roles and responsibilities outlined in the McKinney-Vento Homelessness Assistance Act as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. Specifically, the CoC is designed to:

- Promote a community-wide commitment to the goal of ending homelessness.
- Provide funding related to ending homelessness for individuals and families.
- Promote access to services for homeless individuals and families.
- Provide the infrastructure for optimizing self-sufficiency among individual and families experiencing homelessness.

The HEARTH Act prescribes that the IN 502 CoC Board responsibilities include:

1. Operating the CoC System
 - a. Establish, operate and evaluate the Indiana Balance of State Coordinated Assessment and Access System as prescribed by the HEARTH Act.
 - b. Establish and consistently implement written standards as prescribed by the HEARTH Act and IN 502 CoC Board policies for CoC Programs.
 - c. Monitor recipient and sub-recipient performance, evaluate outcomes, and address performance standards.



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2. IN 502 CoC System Planning – Coordinate and implement housing and service delivery system that meets the needs of the homeless population and subpopulations. This includes but is not limited to the following:
 - a. CoC System Coordination – Coordinate and implement a comprehensive system to address the needs of the homeless population and subpopulations and persons experiencing a housing crisis, minimally including the following:
 - i. Outreach, engagement, and assessment
 - ii. Shelter, housing, and supportive services
 - iii. Homelessness prevention strategies
 - b. Point-in-Time – Plan for and conduct a point-in-time count of homeless persons (as prescribed by the Department of Housing and Urban Development (HUD)), minimally including:
 - i. Identifying the number of homeless persons, living in a place not designed for or ordinarily used as regular sleeping accommodations for humans (unsheltered homeless persons)
 - ii. Identifying the number of homeless persons living in emergency shelters and transitional housing projects (sheltered homeless persons)
 - iii. Identifying and securing data for other requirements as established by HUD
 - c. Annual Gaps Analysis – In accordance with the HEARTH Act, IN 502 CoC must conduct an annual gaps analysis of the homeless needs and services available within its geographic area, including a housing inventory.
 - d. Consolidated Plan Information – provide the information required to complete the Consolidated Plan(s) for the state and other local jurisdictions.
 - e. Emergency Solution Grant (ESG) Consultation - consult with the State and local government ESG recipients to craft the annual plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and sub-recipients.
 - f. Indiana Housing Community Development Authority (IHCDA) is designated as supportive staff for the IN 502 CoC Board with a Memorandum of Agreement.
3. Operating the Homeless Management Information System (HMIS)
 - a. Designating a project lead
 - b. Creating and maintaining a Memorandum of Agreement with the project lead
 - c. Providing direction to the Performance and Outcomes committee for data collection protocol and analysis
 - d. Incorporating HMIS data into policy formation and performance measurement of homeless assistance
4. Preparing the Application for CoC Program Funds
 - a. Designating a Collaborative Applicant and/or Unified Funding Agency as defined in the HEARTH Act for a two year cycle
 - b. Creating and maintaining a Memorandum of Agreement with the Collaborative Applicant/ Unified Funding Agency
 - c. Working with the Collaborative Applicant and/or Unified Funding Agency to prepare the annual CoC Program application
 - d. Addressing conflict of Interest issues in accordance with the HEARTH Act, Annual Notice of Funding Availability (NOFA) and/or IN 502 CoC Board policies and procedures
 - e. Establishing priorities for funding projects through a transparent and inclusive process.



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- f. Designing, operating, and following a collaborative process for developing applications and approving the submission of applications in response to a NOFA published by HUD, in concert with the funding priorities and plan adopted by the IN 502 CoC.
- g. Ensuring that all project applications are submitted by eligible applicants.
- h. Approving the final ranking of projects to be included in the application per the Funding and Ranking Policies.

IN 502 Board of Directors

Duties and Qualifications: The IN 502 CoC Board serves and acts as the oversight and planning body on preventing and ending homelessness for the CoC General Membership Body. The Board is comprised of a diverse set of geographically representative stakeholders with the knowledge and expertise to create policy priorities and make funding decisions related to homelessness.

Number, Term and Election: The IN 502 CoC Board will consist of not less than 15 and no more than 17 members. The Board members must include at least one (1) currently or formerly homeless individual, two (2) Regional Chair Representatives, five to seven (5-7) at-large members and representatives of the seven (7) HUD subpopulations (domestic violence, chronic substance abuse, youth, chronic homelessness, severely mentally ill, families, and veterans). All IN 502 CoC board members shall serve for a term of three (3) years except for the Regional Chair Representatives which shall serve for a term of (1) year. The regional chair representatives are elected by the Chairperson of each Regional Planning Council by simple majority vote. The initial term of each member shall be staggered by random drawing of one, two, or three year terms and terms begin January 1. Board members can be elected to serve consecutive terms.

Vacancies: Any vacancy among the board members caused by death, resignation, or removal may be filled by a simple majority of the remaining board members, except for regional chair representatives which must be filled as prescribed in the Number, Term and Election section of the Bylaws and must meet the board composition requirement.

Attendance: Regular attendance at Board meetings is a requirement of service on the Board. A Board member is subject to removal upon their third unexcused absence within one (1) calendar year, from any regular meeting of the IN 502 CoC Board. A member with four (4) consecutive unexcused absences within one (1) calendar year shall be deemed to have resigned. A Member of the board who notifies the chairperson twenty-four (24) hours in advance of a meeting of their inability to attend shall be marked excused. A member of the board who fails to attend a meeting and does not notify the Secretary and/or member of the Executive Committee twenty-four (24) hours in advance shall be marked unexcused.

Removal: Any board member may be removed, with or without cause, by a two-thirds (2/3) vote of the full IN 502 CoC Board.

Meetings: The IN 502 CoC Board shall meet a minimum of 4 times per year. Notice of all meetings of the IN 502 CoC Board shall be given by written notice to each member in person, by mail, by e-mail, or fax at the member's last known address at least forty-eight (48) hours prior to the time of the meeting. The notice shall state the date, time, and place of the meeting and an agenda with a general description of the business to be transacted. All meetings are open to the public and notice of meeting date, time, and location shall be posted pursuant to statute.



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A member of the IN 502 CoC Board may participate in a meeting of the Board by conference telephone or similar communications equipment by which all persons participating in the meeting may hear each other. Participation in a meeting pursuant to this option constitutes presence in person at the meeting.

Quorum: One-third (1/3) of all members in office when action is taken, shall constitute a quorum for the transaction of any business at a meeting of the IN 502 CoC Board. All actions of the IN 502 CoC Board shall be by a majority of the votes of those board members present, unless specified by the Bylaws. Votes can be cast in person and/or via telephone conference or other electronic means that permit two-way communication. There shall be no voting by proxy or other representative method.

Special Meetings: Special Meetings of the IN 502 CoC Board may be called at any time by the Chairperson. Board action may be taken without a scheduled meeting via electronic communication, only as needed; however Board votes must be filed with the minutes of the Board or committee and has the same effect as a vote of the Board or committee for all purposes.

Conflict of Interest: IN 502 CoC board member shall, prior to assuming his or her position and upon each re-election, complete a questionnaire disclosing in writing to the Board Chairperson and the chairperson of any committee on which he or she serves, a list of all business or other organizations of which he or she is an officer, member, owner, or employee, or for which he or she acts as an agent, with which the IN 502 CoC Board has, or might reasonably enter into, a relationship or a transaction in which the member would have a conflict of interest.

If any matter should come before the IN 502 CoC Board or any committee thereof in such a way as to give rise to a conflict of interest, the affected member shall make known the potential conflict and, if requested by the IN 502 CoC Board or any Committee, withdraw from the meeting for so long as the matter shall continue under discussion, except to answer any questions addressed to the affected member. Should the matter be brought to a vote, the effected member shall not vote on it.

In the event that the member fails to withdraw voluntarily, the Chairperson shall require that(s)he remove himself/herself from the room during the discussion and vote on the matter.

In appropriate instances, the Chairperson may seek the advice of an independent professional on a conflict of interest issue.

Board Officers

Officers and Terms: The officers of the IN 502 CoC Board shall consist of a Chairperson, Vice-Chairperson, Secretary, and two at-large positions. The officers shall be chosen by the IN 502 Board. Each officer shall be elected at the first meeting of the calendar year and shall hold office for a term of one (1) year and until a successor shall be duly elected, or until resignation or death. An officer may not serve in the same position for more than two consecutive terms.

Officer Conflict: No more than two (2) officers at any time may be from agencies that receive McKinney-Vento funding. If an officer represents an agency that receives funding, they must recuse themselves from all conversations and voting related to their organization.

Duties of Officers

Chairperson: The Chairperson shall be the presiding officer of the Board, elected from among the members of the IN 502 CoC Board. The Chairperson shall preside at all meetings of the IN 502 CoC Board. The Chairperson shall have such duties and responsibilities as are customary for the office of the



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Board Chair and as may be assigned to him or her from time to time by the IN 502 CoC Board. These duties shall include:

- The authority and responsibility for the administration of the IN 502 CoC Board in all its activities subject only to such policy as may be adopted and such orders as may be issued by the IN 502 CoC Board;
- Acting as the duly authorized representative of the IN 502 CoC Board in all matters in which these Bylaws or the IN 502 CoC Board have not designated some other person to act, and shall act as the Corporation's official representative in relation to outside agencies and the media;
- Planning, organizing, maintaining, and controlling the operation of the IN 502 CoC Board within the policy limits established by the IN 502 CoC Board and in consultation with the executive committee

Vice Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson of the IN 502 CoC Board in the absence or disability of the Chairperson. The Vice-Chairperson shall have such duties and responsibilities as are customary for the office of the Vice-Chairperson and as may be assigned to him or her from time to time by the Board of Directors.

Secretary: The Secretary shall attend all meetings of the IN 502 CoC Board and perform the following duties:

- Ensure that the minutes of the Board are recorded and signed in one or more books;
- Be custodian of all the original records and documents of the IN 502 CoC Board;
- Keep a current list of the IN 502 CoC Directors and their addresses;
- Perform all other duties that are related to the office of Secretary or that may be assigned by the IN 502 CoC Board or Chairperson, and that are not inconsistent with these Bylaws;
- Send out notices of meetings to the Board as established in the Bylaws.

Board Committees

Committee Structure: The IN 502 CoC Board shall have four (4) standing committees:

- Executive Committee
- Resources and Funding Committee
- Strategic Planning Committee
- Performance and Outcomes Committee

The IN 502 CoC Board may from time to time create and appoint other ad-hoc committees to undertake specific activities and make recommendations for the purpose of efficiently accomplishing a purpose of the IN 502 CoC Board. Committees shall coordinate with the IN 502 CoC Board whenever preparing applications for funding. Committees to the extent specified by the IN 502 CoC Board may exercise the powers, functions, or authority of the IN 502 CoC Board, except when prohibited by law.

Committee Membership and Duties: The IN 502 CoC standing committees and ad hoc committees shall consist of one or more members of the IN 502 CoC Board and be comprised of at least three (3) persons representing the general membership of the IN 502 CoC and other interested parties. Each Committee Chairperson will be appointed by the Chairperson of the IN 502 CoC Board and will share



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responsibility with the IN 502 CoC Board for recruiting additional members and non-members to their committee. Committee chairpersons shall report on the committee's activities at regularly scheduled IN 502 CoC board meetings and at such other times as directed by the Board Chairperson.

IN 502 CoC Membership

The IN 502 CoC membership is available to any individual, organization, business, and/or governmental agency interested in working toward ending homelessness. Representation from a broad range of services and diverse backgrounds is encouraged, especially individuals currently experiencing homelessness or having experienced homelessness in the past. Duties and expectations of membership will be prescribed by the IN 502 CoC Board in a Membership Agreement. The Membership in the IN 502 CoC is divided into two categories:

Regional members – Active members of a Regional Planning Council are automatically considered members of the IN 502 CoC membership.

At-large members – Individuals, organizations, businesses, or governmental entities from areas not served by an IN 502 CoC Regional Planning Council but has a vested interest in our work.

Non-Discrimination

The members, officers, and persons served by the IN 502 CoC Board shall be selected entirely on a non-discriminatory basis with respect to age, sex, race, ethnicity, religion, sexual orientation, gender identity, disability, and national origin in accordance with all state and federal regulations.

Amendments to Bylaws

These Bylaws may be altered, amended, or repealed by a two-third (2/3) majority vote of the IN 502 CoC Board upon written notice of at least fifteen (15) days in advance of the scheduled IN 502 CoC Board Meeting.

