

2025



Governance Charter

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San Joaquin Continuum of Care
Governance Charter



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1. Purpose of the Governance Charter

This Governance Charter sets forth the roles and responsibilities of the San Joaquin County Homeless Continuum of Care to serve the community and create a coordinated and community-wide response for addressing and preventing homelessness.

The charter describes the structure of the Continuum of Care in San Joaquin County (SJCoC) and outlines the roles and responsibilities of its General Membership, Governing Board, Committees, and Lead Agency.

A. About the SJCoC


The SJCoC is formed under Federal Regulations, pursuant to 24 CFR 578, and is designed to carry out the statutory responsibilities required under that section including:

- Promote communitywide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

The SJCoC is convened under the following shared vision, statement of purpose, and regional goals, as adopted by the SJCoC and its regional partners, following a comprehensive community planning process.

Vision: We envision a future in which homelessness in San Joaquin County will be rare, brief, and non-recurring, supported by a robust homeless crisis response system. People experiencing homelessness will be empowered through a responsive, nimble, housing-focused system that provides effective, supportive, and humane services and housing, efficiently leveraging public and private resources.

Statement of Purpose: The SJCoC provides leadership and effective stewardship of resources, as well as facilitates community planning, design and implementation of programs critical to ending homelessness in San Joaquin County. Our core values are collaboration, communication and transparency. We are committed to evidence-based programming and data-driven initiatives.

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- Goal 1: Establish a coordinated and engaged regional system of care.
 - Goal 2: Increase access and reduce barriers to homeless crisis response systems.
 - Goal 3: Ensure households experiencing homelessness have access to affordable and sustainable permanent housing.

2020 San Joaquin County Strategic Plan:
The San Joaquin Community Response to Homelessness

B. Overview of the Charter Contents

This Charter further describes the organization of the SJCoC and the assignment of responsibilities across members and partner agencies, the duties of officers, and the expectations for board members with regards to committee participation, voting, code of conduct, and other governance matters.

The Appendix contains a glossary of key terms and a compilation of the key policies under which the SJCoC is convened, such as the application to serve as a member of the Board of Directors and requirements for reporting conflicts of interest.

This Charter is a living document, and amendments to the Charter and additions to the Appendices may be added by a majority vote of the General Membership.

2. Operational Framework of the SJCoC

The Continuum of Care in San Joaquin County includes:

- The Collaborative Applicant
- General Membership
- CoC Governing Board

A. Collaborative Applicant

The SJCoC has declared the County of San Joaquin as its Collaborative Applicant¹, through a standard Memorandum of Understand (MOU), which has been filed with US Department of Housing and Urban Development and the State of California’s Housing and Community Development Department.

The Human Services Agency’s Neighborhood Preservation Unit is assigned by the County to conduct the following duties as outlined in the MOU.

- Enter into agreements to receive state and federal funds.
- Enter into agreements with sub-recipients to use state and federal funds as contractually obligated.
- Serve as the fiscal agent and monitor and evaluate the use of state and federal funds.
- Work with, and through, the SJCoC in the creation of any policies, plans, or agreements pertaining to the operations of the SJCoC, the management of the funds, and the delivery of services.

¹ A CoC must designate an eligible applicant to serve as the collaborative applicant. If the CoC is an eligible applicant, it may designate itself to be the collaborative applicant. If the CoC chooses to apply for CoC planning funds, the collaborative applicant is also the only eligible applicant able to apply for these funds on behalf of the CoC.

Regarding federal homeless intervention and prevention grant funds, the collaborative applicant is the entity that submits the annual HUD CoC Consolidated Application for funding on behalf of the CoC. The CoC may additionally designate the collaborative applicant to seek Unified Funding Agency (UFA) designation.

Collaborative Applicants with UFA designation are required to:

- Apply for funding for all projects within the geographic area and enter into a grant agreement with HUD for all projects.
- Enter into legally binding grant agreements with subrecipients and receive and distribute funds to subrecipients for all projects within the geographic area.
- Require subrecipients to establish fiscal control and accounting procedures necessary to assure proper disbursement of and accounting for federal funds in accordance with the requirements of 2 CFR part 200 and corresponding OMB circulars.
- Obtain approval of any proposed grant agreement amendments by the CoC before submitting a request for an amendment to HUD.

The SJCoC retains all oversight of mandated CoC responsibilities, even though it has designated a UFA other than itself (currently: San Joaquin County, Human Services Agency’s Neighborhood Preservation Unit) to apply for funds on behalf of the Continuum. This includes approving applications for funds.

B. General Membership

Membership includes people with lived experiences in homelessness, representatives of nonprofit housing assistance providers, victim service providers, faith-based organizations, governments, businesses, homeless advocates, public and affordable housing providers, school districts, veterans services, health and behavioral health care providers, justice system partners, and any other persons or organizations who have an interest in addressing and solving homelessness in San Joaquin County.

Representatives of the General Membership body are tasked with:

- Engaging individuals experiencing homelessness and other community stakeholders on an ongoing basis to strengthen local services and activities to prevent and address homelessness.
 - Demonstrate regular attendance at SJCoC Board and Committee meetings.
- Participating in SJCoC related committees, projects, and activities, including the biennial point-in-time count of unsheltered individuals and families.
 - Actively participate in one or more of the SJCoC's committees or special projects on an ongoing basis.
- Promoting public communication and innovative solutions as needed to expeditiously reduce the number of people experiencing homelessness and to make these experiences rare, brief, and non-reoccurring.
 - Advance the work of the SJCoC within the community outside of regularly scheduled SJCoC meetings and projects.
- Electing officers and/or nominating committee chairs to fulfil duties and obligations.
 - Convene twice a year to review the progress made towards achieving shared goals and objectives and to designate the Board Members and Committee Chairs responsible for overseeing and facilitating activities.

C. SJCoC Governing Board

The Governing Board is responsible for overseeing the vision and mission of the SJCoC and ensuring that the region is successfully achieving its desired results under the three goal areas outlined in the Strategic Plan, and as periodically updated through Regional Action Plans and other shared agreements with its regional partners.

The overarching responsibilities of the SJCoC Governing Board are to work collectively to make sound recommendations and decisions to achieve our local objectives to prevent and reduce homelessness.

It is the duty of the Governing Board to:

- Designate and support a Collaborative Applicant to apply for and manage program funds and serve as the SJCoC's operational and fiscal agent.
- Align and coordinate regional efforts according to federal and state regulations and fair practices to address the needs of those experiencing homelessness.
- Monitor impact and performance outcomes regularly and provide guidance as needed to better meet the desired outcomes of the community.

The composition of the Governing Board is intended to be reflective of the community it serves and capable of conducting financial and programmatic review of activities. It is also important that the Board contains a balance of differing perspectives such that a wide array of opinions and experiences are taken into consideration.

Consistent with federal regulations², the Board must:

- (1) Be representative of the relevant organizations and of projects serving homeless subpopulations; and
- (2) Include at least one homeless or formerly homeless individual.

The SJCoC, acknowledges additional guidance given by the State of California to engage certain public agencies and jurisdictions. This Charter seeks to provide a balance between these public agencies and the interests of those living with, or addressing, homelessness on a day-to-day basis by creating a balanced number of “fixed” and “at-large” seats.

D. Composition of the Governing Board

The Board shall be composed of no less than eleven (11) and not more than 18 active individuals who represent the relevant organizations within San Joaquin County to carry out the duties of the Continuum of Care. 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

² 24 CFR § 578.7 Responsibilities of the Continuum of Care

enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.

People with Lived Experiences in Homelessness

- (2) at least two individuals with lived experiences in homelessness within the past five years shall serve on the Governing Board, and among whom,
- (1) at least one individual who is a youth experiencing homelessness³.

Homeless Crisis and Emergency Response Providers

- (2) at least two individuals who work with, or represent, the homeless service delivery system, and provide direct services to those that experience literal homelessness.

Countywide Public Agency Representatives

- (3) the Agency Directors, or designated representatives, of San Joaquin County Behavioral Health Services, the SJ Cares Coordinated Response Team, and San Joaquin County Public Health Services are designated ex-officio positions.

Local City and Municipal Jurisdiction Representatives

- (3) the City Managers, or designated representatives, of up to three municipal jurisdictions⁴.

At-Large Community Representatives

- (7) at-large seats consisting of any individual who represents one of the relevant organizations or stakeholder groups that make up the SJCoC Membership body.

³ Youth representative(s) will have an advocate to provide coaching and support their involvement. In the event of an absence by the youth board member, their advocate can engage in Board discussions but cannot vote for the youth board member without a written proxy for each agenda item.

⁴ Two city seats shall rotate between interested jurisdictions. One seat is permanently reserved for the region's largest City to ensure coordination of efforts between the County, SJCoC and other direct recipients of state and federal homeless funding.

E. SJCoC Decision Making Processes

This Charter affirms that vision, direction, and objectives of the SJCoC are driven by the will of the residents of San Joaquin County, including those that are experiencing, or have experienced, homelessness.

At all times decision and directions of the SJCoC are guided by the needs and interests of the *Community*. Under this model, the interests of the community are brought to the SJCoC through deliberate inquiry and the testimony of the *Membership Body*.



Community input is reviewed and discussed within *Committees*. Committee members identify regional concerns, analyze problems, and develop policy recommendations to address issues and achieve the goals outlined in the Regional Strategic Plan and Action Plan. All SJCoC Board members must serve on at least one committee.

Committee recommendations are reviewed and vetted by the *Collaborative Applicant*. The purpose of the Collaborative Applicant review is to ensure that the recommendations and practices proposed by the Committee are practical, adhere to regulations and guidance, are cost effective, and consistent with other work of the SJCoC and its partner agencies. Staff within the Neighborhood Preservation Unit (NPU) are assigned to fulfil the tasks of the Collaborative Applicant. NPU contract analyst and program managers work in partnership with committee members and other community partners to refine and finalize project recommendations or proposed policies for SJCoC Board review.

The *SJCoC Board* meets a minimum of six times per year to review the regional progress being made to achieve local goals to address and prevent homelessness. Board members review progress and discuss priority actions to strengthen services. The Board may also direct committees to conduct certain research or activities. Finally, the Board can review and approve regional policies and practices for local adoption through the contract monitoring process.

F. SJCoC Decision Making Criteria

This charter affirms that recommendations and decisions made by the SJCoC will follow the requirements established through:

- Federal Regulations
- State Practice Guidance
- Local Purchasing and Procurement Policies

Please see the Appendix for further information on guiding regulations as the list and sources is subject to regular updates.

This charter further affirms the following key documents and reports as approved by the SJCoC. Recommendations and decisions made by the SJCoC should align with and respond to the information and directions in the following publications:

- 2020 San Joaquin County Strategic Plan: Community Response to Homelessness
- 2024 Regional Action Plan (or subsequent updates)
- Annual Point-in-Time and Housing Inventory Count Reports
- Data Dashboards and Performance Measures Reports

The 2020 *Strategic Plan* outlines our shared vision, goals, and strategic priorities for addressing homelessness. *Action Plans* describe specific activities and funding priorities to achieve our desired results. Action Plans are updated periodically in response to changing needs, funding, and policy or regulatory guidance.

Committee recommendations to the SJCoC Board should align with the Strategic Plan, be based on local service needs and performance data, and match the Action Plan for upcoming funding allocations.

SJCoC Board members are expected to serve on at least one committee, participate in regularly scheduled committee meetings, and accurately represent the committee discussion and deliberation at SJCoC meetings.

Finally, SJCoC Board members are expected to review all communications in advance of the public meetings and to bring their full awareness and knowledge of current conditions and opportunities to deliberations. Any special considerations being taken into account should be stated at the beginning of deliberations by SJCoC Board members to ensure public transparency and accountability.

3. SJCoC Committees and Workgroups

Committees and work groups are formed to research and address specific challenges or concerns related to addressing and preventing homelessness.

- Committees are standing bodies that meet on a regular basis.
- Workgroups are established on an ad-hoc basis to address a short-term project.

The SJCoC has established standing committees to address key areas called out in the Strategic Plan.

- Creating a Regional and Coordinated System of Care
 - Executive Planning Committee
 - Data and Performance Management Committee
- Strengthening the Homeless Crisis Response System
 - Outreach and Engagement Committee
 - Shelter and Interim Housing Committee
- Ensuring Access to Affordable and Permanent Housing
 - Coordinated Entry and Housing Case Conferencing Committee
 - Youth Action Board

SJCoC periodically calls for the formation of a work group to complete a targeted and time-limited set of activities. Examples of workgroup areas include, but are not limited to:

- Point-in-Time Count activity planning
- Board Nominations
- Rank and Review / Grant Scoring processes
- CoC Program Competition guidance
- Special Research Topics

Committees and workgroups are made up of interested community members with critical perspectives and expertise. People with lived experience in homelessness and/or personal experiences with other “systems” (including the justice system or child welfare system) are valuable members of these teams and encouraged to participate.

Some committees and workgroups operate independently. Others may request administrative assistance from the Collaborative Applicant. It is the role of the Collaborative Applicant to help ensure Committees and Workgroups stay within the framework and scope of their project area and to facilitate coordination of efforts.

A. Executive Planning Committee

The Executive Planning Committee is made up of the Officers of the SJCoC and the Chairs of the five additional standing committees. The Executive Planning Committee is responsible for overseeing all projects, allocations, and funding requests on behalf of the SJCoC to ensure consistency with locally adopted regional strategic and action plans. The Committee also works with the Collaborative Applicant to develop meeting agendas and to ensure that members of the public have timely and accurate information regarding the region's response to homelessness.

Committee Goal:

Coordinate and align efforts across various committees and projects of the SJCoC to address homelessness.

Tasks and activities of the Executive Planning Committee include:

- 1) Promote communitywide commitment to the goal of ending homelessness. Develop agendas for the public meetings and plan out a calendar of regularly scheduled updates to ensure public transparency and accountability.
- 2) Provide guidance to the Collaborative Applicant in the development of funding requests and procurement opportunities to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness. Monitor revenues and expenditures to ensure that allocations are consistent with revenue projections, responsive to needs, and distributed consistent with federal, state, and local funding priorities.
- 3) Promote access to and effective utilization of local programs by homeless individuals and families. Discuss and align activities of the different committees. Coordinate activities to ensure that the work of one committee can guide and inform the work of another. Distribute information pertaining to any updates related to policies, practices, performance measures, or expectations on a timely basis.
- 4) Ensure that all projects strive to optimize self-sufficiency among individuals and families experiencing homelessness. This may include but is not limited to developing written standards pertaining to individual and family eligibility, prioritization, and allocation of assistance of subsidies.

Benchmarks of Success:

- Committees operate effectively, as measured by consistency of meetings, participation, and thoroughness of report-outs.
- Budgets are balanced and aligned to local priorities.
- Events and activities of the SJCoC are properly sequenced, well noticed, and posted for public review and consideration.
- Representatives of the general membership express satisfaction and confidence in the work of the committees and the SJCoC to address homelessness in the region.

B. Data and Performance Management Committee

This committee is responsible for ensuring that accurate and timely information is presented to the Board of Directors, public entities, and the community at large. The committee is responsible for providing input, review, and assistance to the Collaborative Applicant in the management of information systems, including technology performance assessments, establishing data sharing protocols, ensuring data validity, and conducting long range planning for improved and integrated information systems:

Committee Goal:

Coordinate efforts and collate data to create routine assessments of the funded programs and how well activities such as prevention and diversion, street outreach and engagement, sheltering / interim housing programs, and permanent housing projects are working to achieve desired outcomes and performance measures.

Tasks and activities of the Data Committee include:

- 1) Provide guidance to the HMIS Lead Agency on the management of the HMIS platform including policies and practices for strengthening agency/program participation, participant privacy, data security, data quality, data sharing, and HMIS governance.
- 2) Review data for the annual Point-in-Time Count of sheltered and unsheltered households, the Housing Inventory Count, and the CA System Performance Measures and tracks trends and patterns over time.
- 3) Assist the HMIS Lead Agency with ensuring HMIS participation across the Continuum of Care.
- 4) Ensure that data reports and analytics are reviewed for accuracy and approved for public dissemination prior to release.

Benchmarks of Success:

- HUD reports complete, accurate, and on time
- HDIS data uploads complete, accurate, and on time
- HMIS data quality reports show substantial compliance and data entry accuracy with all required HUD measures, including all project descriptor, universal, and program specific data elements.
- HMIS data quality reports show substantial compliance and data entry accuracy with all required HUD metadata elements, including the routine and complete collection of information following the initial enrollment into the HMIS or start of project activities (e.g. subsequent activities, annual assessment, project exits, and post-exit activities).

C. Outreach and Engagement Committee

This committee is responsible for enhancing and supporting the operations of homeless outreach and street medicine teams working to identify and transition homeless persons into supportive services and permanent housing.

Committee Goal: Prevent and expeditiously reduce unsheltered homelessness.

Tasks and activities of the Outreach Committee include:

- 1) Promote effective coordination and collaboration between street outreach teams and other partners working to reduce the number of people living unsheltered in our community, including Behavioral Health, Public Safety, and CalTrans.
- 2) Provide guidance to local service providers on operating practices which meet SJCoC standards and regional objectives.
- 3) Provide guidance and training on when and how to exit clients from street outreach upon engagement into a shelter, interim housing, or permanent housing program.
- 4) Recommend policies and actions to the SJCoC Board pertaining to contracting or performance monitoring.

CA HDIS Performance Measure Goals:

- Reduce the number of people experiencing unsheltered homeless by 15% as measured through the 2026, 2028, and 2030 PIT counts. Baseline for 2024 is 3,469 individuals.
- Increase the number of people exited from street outreach to a known location. Baseline for 2024 is less than 1% street outreach clients are formally exited to a temporary or permanent housing placement. (System Measure #6, Detail.)

D. Shelter and Interim Housing Committee

This Committee is responsible for enhancing and supporting the operations of interim housing programs serving homeless individuals and families.

Committee Goal: Sustain and strengthen existing shelters and interim housing solutions within the region.

Tasks and activities of the Shelter and Interim Housing Committee include:

- 1) Promote effective coordination and collaboration between the region's shelter programs and local hospitals and law enforcement agencies seeking to discharge or divert individuals to housing programs and away from higher level systems engagement.
- 2) Provide guidance to local service providers on operating practices which meet SJCoC standards and regional objectives.
- 3) Provide guidance and training on when and how to exit clients from shelters upon engagement into an interim, rapid rehousing, or permanent housing program.
- 4) Recommend policies and actions to the SJCoC Board pertaining to contracting or performance monitoring.

CA HDIS Performance Measure Goals:

- Reduce the number of people experiencing unsheltered homeless by 15% as measured through the 2026, 2028, and 2030 PIT counts. Baseline for 2024 is 3,469 individuals.
- Increase the number of people exited from an emergency shelter program to a known location. Baseline for 2024 is 6% of 4,771 emergency shelter clients are formally exited to permanent housing . (System Measure #3, Detail.)

E. Coordinated Entry and Housing Case Conferencing Committee

This committee is made up of representatives from the lead agency overseeing the coordinated entry system and organizations that have received public funding to create homeless housing. This committee is responsible for reviewing the list of homeless households in the region and finding housing solutions from the inventory of available options.

Committee Goal: Work collaboratively to address the housing needs of the most vulnerable homeless households in the region. Ensure familiarity across all homeless housing providers of the CES's "by-name-list" and process for filling vacant units with the

individuals prioritized for specific housing and support services. Conduct follow-up and tracking to ensure housing stabilization and improvements towards self-sufficiency.

Tasks and activities of the CES Committee include:

- 1) By-Name List Case Conferencing and housing placement
- 2) Advise the CoC Board on strategies to help housing providers meet regional objectives
- 3) Review and recommend updates to the coordinated entry and assessment system as needed
- 4) Provide quarterly reports to the CoC on the number of individuals and households on the by-name list, new enrollments, length of time on the list, exits from the list, and returns to the list.

CA HDIS Performance Measure Goals:

- Increase the number of people exiting homelessness into permanent housing. Baseline for 2024 is 1,183 individuals exited homelessness to permanent housing. (System Measure # 3 Detail)
- Increase the number of people exiting permanent supportive housing to other permanent housing destination (graduation). Baseline for 2024 is 4 individuals. (System Measure #5 Detail)
- Increase the rate of successful exits from Rapid Rehousing to permanent housing from a Baseline in 2024 of 48% (270 of 426 exits were successful) to a target goal of 70%. (System Measure Detail #3)

F. Youth Action Board

This committee is made up of youth and young people 24 years of age or younger, impacted by homelessness. This committee is responsible for providing perspectives and recommendations on program design and access considerations for youth. This committee also promotes youth advocacy in community and governmental affairs.

The number of unaccompanied homeless youth has increased 60% since 2022, from about 400 to 670 youth.

In 2024, only 54 youth exited the system to permanent housing.

Committee Goal: Encourage and shape practices which reduce youth homelessness and/or rapidly respond to situations where a young person is homeless.

Tasks and activities of the YAB Board include:

- 1) Sharing youth experiences and satisfaction with services and programs.
- 2) Encouraging a youth-focused assessment lens, particularly with regards to housing placement opportunities.
- 3) Attending public meetings and providing updates to related City, County, or educational partners on the experiences of homeless youth and suggested actions.
- 4) Conducting assessments, protocol reviews, evaluations, or other social research activities on youth serving programs to inform the CoC's understanding of needs, assets, challenges, and opportunities to better understand and address the experience of youth homelessness.

Benchmarks of Success:

- Provide guidance on strategies to address and reverse the increase in youth homelessness.

G. Shared Duties and Responsibilities of Committees

All committees are responsible for ensuring that homeless serving programs and activities emphasize best practices, promote positive outcomes, and operate fairly and appropriately to ensure equal access to services. Committees are encouraged to:

- **Evidence Based Practices:** Review, recommend, and host trainings on evidence-based programmatic practices, including trauma-informed and culturally responsive practices for different subpopulations served within the homeless system of care.
- **Learning Cadres:** Convening cross-partner convenings on the implementation of best practices that enable practitioners and program managers to share tips and strategies with each other and to facilitate professional growth and development.
- **Leadership Development:** Promote leadership and value the contributions of emerging professionals with lived experience in homelessness or other systems.

4. Governance

A. Board Seats and Terms

The Nominations Workgroup presents a slate of at-large members for election to terms beginning January 1 and ending December 31. The Nominations work group is an ad hoc group appointed for a short period made up of SJCoC Board Members and other stakeholders; individuals seeking to serve are not eligible. Board Members are appointed for two-year terms, and may be re-appointed for two more terms for a total of 6-years.

Current members who are holding a seat that is up for term will be notified and encouraged to participate in the Open Call procedure to be considered for their next term, providing they have not served for three consecutive terms.

Two or more representatives from one organization or agency may not serve at the same time, except for the YAB / Youth representative and a representative from an agency awarded HUD Youth Demonstration Program Funds if they share an affiliation.

All board members are required to:

- Regularly attend SJCoC Board meetings.
- Stay informed and engaged in broader conversations pertaining to homelessness.
- Review materials, actively listen and participate in meetings, and make informed decisions consistent with the broader objectives and strategies of the SJCoC.

B. Officers of the SJCoC

The Board of Directors will elect Board Officers for vacant seats at their first regular meeting of the calendar year. The Chair and Vice Chair may not represent the same organization. The Board shall strive to elect Officers who represent different sectors/constituencies. County employees may not serve as SJCoC officers.

Chair: The Chair shall preside at the meetings of the Membership and the Board of Directors. The chair shall provide direction and leadership, along with the Board, to ensure that all functions of the SJCoC are carried out.

Vice-Chair: The Vice Chair shall represent the Chair in their absence and support the Chair in developing agendas, and distributing information as needed for timely communications or other notices.

Treasurer: The Treasurer shall collect and monitor fiscal reports made by the Collaborative Applicant and provide guidance to the Executive Planning Committee on the use of funds.

C. Board Meeting Notice and Format

The Board of Directors shall meet at least six times per year. The meeting agenda will be published at least 72 hours prior to the meeting through the Continuum membership, email listing maintained by the Collaborative Applicant and through postings in public places, including the CoC website.

Board meetings are held in person, however meetings may be conducted via electronic platforms when necessary, on the condition that these platforms are made available to the public for virtual attendance and participation. Electronic meetings are subject to the same notice requirements of in-person meetings.

The Board Chair shall conduct all proceedings pursuant to Robert's Rules of Order, however, Robert's Rules are to be considered directory, not mandatory, and failure to comply strictly with Robert's Rules shall not affect the validity of any action taken by the Board which is otherwise in compliance with this Charter and/or applicable law.

All meetings are open to the public.

D. General Membership Meeting Notice and Format

Meetings of the General Membership shall be held at least two times per year.

Agendas will be published at least 72 hours prior to the meeting through the Continuum membership, email listing maintained by the Collaborative Applicant, and through postings in public places, including the CoC website.

The following activities occur during General Membership meetings:

- Changes to the Governance Charter
- Updates on System Performance Measures
- Updates on Revenues and Expenditures

E. Voting / Quorum

Only Officers and Board Members are eligible to vote on matters before the SJCoC Board of Directors.

- Voting will occur in person unless otherwise determined.
- Active Members are defined as all officers, board members, and individuals who regularly participate in committee or workgroup meetings, homeless or previously homeless individuals, and the associated leadership teams of fixed representative positions.
- The presence of (11) or more Board members represents a quorum for a regularly

scheduled Board Meetings when all 18 Board seats are full. If there are vacancies to the Board, a quorum is equal to 50% of the Board Members, plus one.

- The presence of a quorum of Board members and ten (10) or more of general members (those who regularly participate in SJCoC matters) will represent a quorum and be sufficient to conduct business at General Membership meetings.

5. Board Code of Conduct

The Members of the Board are entrusted with specific responsibilities related to the use of public funds invested in addressing a serious community concern: homelessness.

Therefore the Board sees fit to adopt the following additional codes of conduct:

A. Ethics code of conduct

- Members are expected to observe the highest standards of ethical conduct in the execution of these responsibilities. Board Members are expected to carry out the mission of the SJCoC to the best of their ability, and to maintain the highest standards of integrity for actions with other Members of the Board, service recipients, homeless services providers and community members.
- Members of the Board are expected to conduct themselves with courtesy and respect, without harassment, physical or verbal abuse. Personal relationships should not result in special considerations, including bias or favoritism, that influence the performance of their official duties in a manner contrary to the interests of the SJCoC.

B. Communication and Information Sharing code of conduct.

- Members of the Board have a responsibility to protect the security of any confidential information provided to, or generated by, the activities of the Board.
- When making public statements, posting to social media accounts, or speaking to the media on SJCoC matters, members of the Board will make clear whether they are speaking on their own behalf or if the Board has empowered them to speak on the group's behalf.

C. Financial code of conduct

- Members of the Board must abide by the Conflict of Interest policies stated in this Governance Charter.
- Board Members must recuse themselves from voting on matters related to themselves, or any organization they represent as an employee or board member, or for which they are the spouse/partner of an employee or board member, or with

which they have any other immediate family or business ties.

- No member may solicit or accept gifts related to their professional duties on behalf of the SJCoC for personal benefit.
- Board members must ensure that the resources entrusted to them are used for conducting official business only.

D. Conflict of Interest

SJCoC Board members and activities shall comply with 24 CFR 578.95 regarding conflicts of interest. Any SJCoC Board member shall recuse themselves from any discussion and vote on a matter in which they have a conflict.

Monitoring: The Collaborative Applicant will be responsible for monitoring the disclosure of members' conflicts of interest. In the event that a matter, which raises a potential conflict of interest, comes before the SJCoC, the Board, or its Committees or workgroups for consideration, recommendation, and decision, the Member shall disclose the conflict of interest as soon as they become aware of it. Minutes of meetings involving possible conflicts of interest shall record such disclosure, abstention, and rationale for approval.

Investigation: Members found violating the conflict of interest policy or federal regulations will be referred to the Board of Directors. The Board of Directors shall investigate all allegations of failure to comply with this conflict of interest policy. If a SJCoC member is found to have violated the letter or intention of this conflict of interest policy, the Board of Directors will be responsible for recommending an appropriate response to this breach of policy. The Board of Directors may recommend any action including but not limited to a statement of reprimand.

6. Amendments

The Board shall review the Governance Document at least annually and submit any proposed changes to the General Membership for approval at the Annual Meeting or as needed determined by majority vote of the Board.

7. List of Appendices

- 1) Glossary of Acronyms
- 2) Key Terms
- 3) Homeless Definitions
- 4) Residential Project Categories
- 5) Collaborative Applicant MOU
- 6) Conflict of Interest Form
- 7) SJCoC Board Application Form

Glossary of Acronyms

CoC	Continuum of Care - Continuums of Care exist across the nation and are the designated recipients of certain federal homeless funds.
CES	Coordinated Entry System: A centralized system designed to streamline and coordinate access to homeless services and resources for individuals and families experiencing homelessness.
CY	Calendar Year
ESG	Emergency Solutions Grant
EUCs	Eligible Use Categories
FY	Fiscal Year
HACSJ	Housing Authority of San Joaquin County
HDIS	California's Homeless Data Integration System
HHAP	Homeless Housing Assistance and Prevention
HIC	Housing Inventory Count
HMIS	Homeless Management Information System
HUD	Housing and Urban Development
IH or TH	Interim or transitional housing, providing temporary shelter and support services for individuals or families experiencing homelessness.
MOU	Memorandum of Understanding
PH	Permanent Housing
PSH	Permanent Supportive Housing
PIT	Point in Time (Count)
RRH	Rapid Re-housing. Time limited housing assistance programs.
SJC	San Joaquin County
SJCHSA	San Joaquin County Human Services Agency
SJCoC	San Joaquin Continuum of Care
SMI	Serious Mental Illnesses
SUD	Substance Use Disorders
TAY	Transition Age Youth

Key Terms

Centralized or coordinated assessment system means 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.

Collaborative applicant means the eligible applicant that has been designated by the Continuum of Care to apply for a grant for Continuum of Care planning funds and other applicable state or federal funds distributed through Continuums of Care.

Consolidated plan means the HUD-approved plan developed in accordance with [24 CFR 91](#). Also referred to as the Con-Plan. Consolidated plans are revised every five years and updated annually to demonstrate progress.

Continuum of Care and Continuum means the group organized to carry out the responsibilities required under this part 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.

Fair Market Rent (FMR) means the Fair Market Rents published in the Federal Register annually by HUD.

Homeless Management Information System (HMIS) means the information system designated by the Continuum of Care to comply with the HMIS requirements prescribed by HUD.

HMIS Lead means the entity designated by the Continuum of Care to operate the Continuum's HMIS on its behalf.

Point-in-time count means a count of sheltered and unsheltered homeless persons carried out on one night in the last 10 calendar days of January or at such other time as required by HUD.

Program participant means an individual (including an unaccompanied youth) or family who is assisted with Continuum of Care program funds.

Project means a group of eligible activities, such as HMIS costs, identified as a project in an application to HUD for Continuum of Care funds and includes a structure (or structures) that is (are) acquired, rehabilitated, constructed, or leased with assistance provided under this part or with respect to which HUD provides rental assistance or annual payments for operating costs, or supportive services under this subtitle.

Victim service provider means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

Homeless Definitions

At risk of homelessness.

(1) An individual or family who:

- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition in this section; and
- (iii) Meets one of the following conditions:
 - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (B) Is living in the home of another because of economic hardship;
 - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
 - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
 - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
 - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a\(3\)](#)), section 637(11) of the Head Start Act ([42 U.S.C. 9832\(11\)](#)), section 41403(6) of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2\(6\)](#)), section 330(h)(5)(A) of the Public Health Service Act ([42 U.S.C. 254b\(h\)\(5\)\(A\)](#)), section 3(m) of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012\(m\)](#)), or section 17(b)(15) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)\(15\)](#)); or

(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a\(2\)](#)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Chronically homeless means:

(1) A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11360\(9\)](#)), who:

(i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

(ii) Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Homeless means:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a](#)), section 637 of the Head Start Act ([42 U.S.C. 9832](#)), section

41403 of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2](#)), section 330(h) of the Public Health Service Act ([42 U.S.C. 254b\(h\)](#)), section 3 of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012](#)), section 17(b) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)](#)), or section 725 of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a](#));

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

Residential Project Categories

Interim Housing means temporary accommodations such as an emergency shelter, motel stay, or other short-term program. Clients are guests without a lease.

Permanent housing means community-based housing without a designated length of stay, and includes both permanent supportive housing and rapid rehousing. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

Permanent supportive housing permanent housing in which housing assistance (e.g., long-term leasing or rental assistance) and supportive services are provided to assist households with at least one member (adult or child) with a disability in achieving housing stability.

Rapid Re-housing (RRH) means permanent housing that provides short-term (up to three months) and medium-term (4-24 months) tenant-based rental assistance and supportive services to households experiencing homelessness.

Transitional housing means housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months. The program participant must have a lease or occupancy agreement for a term of at least one month that is automatically renewable, except by prior written notice by either party, ends in 24 months and cannot be extended.

Joint TH/PH-RRH refers to a new type of project that combines the activities of a transitional housing project with those of a rapid re-housing project. This project type provides a new way to meet some of the pressing challenges that communities are facing. These projects provide a safe place for people to stay – transitional housing – with financial assistance and wrap around supportive services determined by program participants to help them move to permanent housing as quickly as possible.

Eligible costs for this project type to:

- Leasing of a structure or units, and operating costs to provide transitional housing.
- Short- or medium-term tenant-based rental assistance on behalf of program participants in the rapid re-housing portion of the project.
- Supportive services for the entire project.

Neighborhood Preservation Team to INSERT Remaining Items

- Collaborative Applicant MOU
- Conflict of Interest Form
- SJCoC Board Application Form