



Operational Guidelines

**HUD Continuum of
Care: NY-505**

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ARTICLE I: NAME AND SERVICE AREA

- A. Name: The name of this Continuum of Care shall be the Housing and Homeless Coalition of Central New York hereinafter referred to as the “coalition” or “HHC”.
- B. Service Area: The coalition currently serves the City of Syracuse and Auburn, the County of Onondaga, the County of Oswego and the County of Cayuga including the HUD Geo-codes: 366376, 369067, 361256, 369075, 360300, and 369011. HHC is the Continuum of Care (CoC) identified by HUD as NY-505. In March 2015, Oswego County CoC (NY-509) merged with NY-505. In May 2016, Cayuga/Auburn CoC (NY-502) merged with NY-505.

ARTICLE II: MISSION, VISION, PURPOSE

- A. Mission: To assess community needs and to develop a comprehensive community strategy to reduce, prevent and ultimately end homelessness and housing vulnerability in our community.
- B. Vision: A community with a comprehensive and effective network of services to reduce, prevent and ultimately end homelessness.
- C. Purpose: The HHC will serve as the community coalition to address homelessness and housing vulnerability. The HHC promotes inclusion and facilitates both informal networking and formal linkages between service providers and individuals who currently or previously experienced homelessness. The HHC provides a regular forum for ongoing dialogue, which enables participants to enhance understanding, coordination and cooperation regarding the multi-faceted problems of homelessness and housing vulnerability. The HHC further engages the participants in planning for future services through an outcome-oriented process that eliminates overlapping planning processes and unnecessary duplication of effort.

The HHC will work to alleviate homelessness by:

- 1. Assessing community needs as they relate to homelessness and housing vulnerability;
- 2. Developing an easily accessible continuum of services for individuals and families experiencing homelessness;
- 3. Coordinating local resources to avoid duplication of services and unnecessary gaps in the service system;

4. Collaborating to access funding opportunities;
5. Providing a forum for communication between service recipients and service providers;
6. Educating the general community on the needs of persons experiencing homelessness and the services available;
7. Contributing information and participating in the community Consolidated Planning Process with the City of Syracuse and Onondaga County and the City of Auburn (ESG; CDBG; HOME);
8. Developing and bringing together stakeholders to form and implement plans to end homelessness (i.e. 10 year plans, etc.).

ARTICLE III: MEMBERSHIP

- A. HHC Membership is open to the public. All individuals, especially those who are currently or formerly experiencing homelessness, and representatives from all sectors interested in learning about or addressing homelessness, housing vulnerability or other issues relevant to the mission, vision and purpose of the HHC are welcome to participate.
- B. HHC Membership is comprised of CoC and ESG-funded organizations and other interested parties. Members are welcomed and encouraged to participate in committees and workgroups.
- C. Members will be required to provide key contact information. An agency, organization or association that has many representatives must designate a primary and secondary member to act as contact persons for voting purposes and to serve as the recipients of mail correspondence, e-mail and phone communications.
- D. There is no fee for membership.

ARTICLE IV: MEETINGS

- A. HHC General Meeting:
 1. Frequency: The HHC holds General Meetings year-round on the 3rd Wednesday of each month, unless otherwise determined and communicated. The meetings are scheduled for a time during the regular business day at a place that offers a central location with access to public transportation.
 2. Agenda: The HHC Coordinator and Advisory Board Chair, with input from the coalition members, will determine the HHC General Meeting agenda and the order of the meeting. Agenda items include committee reports, agency updates, ending homelessness reports, legislative updates, and various presentations/trainings related to better serving those experiencing homelessness and identifying housing for vulnerable populations. The Agenda is distributed via the HHC email listserv. To request to receive mail notifications from the HHC, please contact housingandhomelesscoalition@gmail.com.
 3. Minutes: Minutes of the proceedings of the HHC General Meeting and any special meeting of the HHC are kept (by a scribe appointed by the HHC Coordinator) and shall include at a minimum the date, time, place of the meeting, agency updates, announcements, reports, and any issues or topics raised for discussion and any action taken. Minutes are distributed via the HHC email listserv. To request to receive mail notifications from the HHC, please contact housingandhomelesscoalition@gmail.com.

4. Attendance: Meeting attendees are required to sign the meeting attendance sheets which serve as the formal document confirming participation and to maintain “good standing” status (see Article V-B). The HHC Coordinator takes attendance and maintains attendance records.

B. HHC Operations Committee Meetings:

1. Frequency: The Operations Committee meets monthly on the first Tuesday of every month at 2pm at Catholic Charities House of Providence on West Onondaga Street in Syracuse, unless otherwise communicated.
2. Agenda: The Operations Committee Chair creates the agenda with input from the HHC Coordinator, ESG Administrator and the HMIS Administrator and committee members. The agenda is emailed out to committee members one week prior to meetings.
3. Minutes: The Operations Committee Chair takes minutes of meetings and retains a copy of these minutes for review. Minutes are emailed out to committee members.
4. Attendance: Required for all CoC-funded agencies and for ESG Program Administrator. Attendees are required to sign the meeting attendance sheets which serve as the formal document confirming participation.

C. HHC Data Administrators Committee Meetings:

1. Frequency: The Data Administrators Committee meets bimonthly on the first Thursday at 9:30am at CNY Works on James Street in Syracuse, unless otherwise communicated.
2. Agenda: The HMIS Administrator creates the agenda with input from the HHC Coordinator and committee members. The agenda is emailed out to committee members one week prior to meetings.
3. Minutes: The HMIS Administrator takes minutes of meetings and retains a copy of these minutes for review. Minutes are emailed out to committee members.
4. Attendance: Required for all CoC and ESG-funded agencies and for ESG Program Administrator. Attendees are required to sign the meeting attendance sheets which serve as the formal document confirming participation.

D. HHC Strategic Initiatives Committee Meetings:

1. Frequency: The Strategic Initiatives Committee meets bimonthly on the fourth Thursday of the month at 9:30am at SBH, 329 North Salina Street, unless otherwise communicated.
2. Agenda: The Strategic Initiatives Chair creates the agenda with input from the HHC Coordinator and committee members. The agenda is emailed out to members one week prior to meetings.
3. Minutes: The Strategic Initiatives Chair takes minutes of meetings and retains a copy of these minutes for review. Minutes are emailed out to committee members.
4. Attendance: Attendees are required to sign the meeting attendance sheets which serve as the formal document confirming participation.

E. HHC Community Relations Committee Meetings:

1. Frequency: Community Relations Committee meetings are held quarterly on the third Friday of the month at 1pm at CNY Fair Housing on James St. in Syracuse, unless otherwise communicated.
2. Agenda: The agenda is created with input from the HHC Coordinator and from committee members. The agenda is emailed out to the committee one week prior to meetings.
3. Minutes: The Community Relations Chair takes minutes of meetings and retains a copy of these minutes for review. Minutes are emailed out to committee members.
4. Attendance: Attendees are required to sign the meeting attendance sheets which serve as the formal document confirming participation.

F. HHC Coordinated Entry Workgroup Meetings:

1. Frequency: Coordinated Entry Workgroup meetings are held monthly on the first Wednesday of every month at 2pm at Contact Community Services on Court Street in East Syracuse, unless otherwise communicated.
2. Agenda: The agenda is created with input from shelter providers, the HMIS Administrator and the HHC Coordinator. The agenda is emailed out to the workgroup one week prior to meetings.
3. Minutes: The HMIS Administrator takes minutes of meetings and retains a copy of these minutes for review. Minutes are emailed out to workgroup members.
4. Attendance: Attendees are required to sign the meeting attendance sheets which serve as the formal document confirming participation.

G. HHC Veteran Workgroup Meetings:

1. Frequency: Veteran Workgroup meetings are held monthly on the fourth Friday of the month at 11am at City Hall Commons in Syracuse, unless otherwise communicated.
2. Agenda: The agenda is created with input from the SSVF Coordinator, the VA Representative, the ESG Administrator, the HHC Coordinator and from committee members. The agenda is emailed out to the committee one week prior to meetings.
3. Minutes: The ESG Administrator takes minutes of meetings and retains a copy of these minutes for review. Minutes are emailed out to committee members.
4. Attendance: Attendees are required to sign the meeting attendance sheets which serve as the formal document confirming participation.

H. HHC Runaway and Homeless Youth Workgroup Meetings:

1. Frequency: RHY Workgroup meetings are held quarterly on the second Friday of month at 9am at the Civic Center, 8th Floor in Syracuse, unless otherwise communicated.
2. Agenda: The agenda is created with input from the McKinney-Vento Liaisons, RHY providers, the HHC Coordinator and from workgroup members. The agenda is emailed out to the committee one week prior to meetings.
3. Minutes: The RHY Coordinator takes minutes of meetings and retains a copy of these minutes for review. Minutes are emailed out to committee members.

4. Attendance: Attendees are required to sign the meeting attendance sheets which serve as the formal document confirming participation.

I. HHC Outreach Workgroup Meetings:

1. Frequency: Outreach Workgroup meetings are held monthly on the second Wednesday of every month at 2pm at the Civic Center, 8th floor in Syracuse, unless otherwise communicated.
2. Agenda: The agenda is created with input from the Outreach providers, HHC Coordinator and from committee members. The agenda is emailed out to the committee one week prior to meetings.
3. Minutes: The Outreach Chair takes minutes of meetings and retains a copy of these minutes for review. Minutes are emailed out to committee members.
4. Attendance: Attendees are required to sign the meeting attendance sheets which serve as the formal document confirming participation.

J. HHC Housing Service Providers Workgroup Meetings:

1. Frequency: Housing Service Providers Workgroup meetings are held monthly on the fourth Friday of every month at 9:30am at Catholic Charities House of Providence on West Onondaga St. in Syracuse, unless otherwise communicated.
2. Agenda: The agenda is created with input from the HHC Coordinator and from committee members. The agenda is emailed out to the committee one week prior to meetings.
3. Minutes: The Housing Service Providers Chair takes minutes of meetings and retains a copy of these minutes for review. Minutes are emailed out to committee members.
4. Attendance: Attendees are required to sign the meeting attendance sheets which serve as the formal document confirming participation.

K. Rating and Ranking Workgroup Meetings:

1. Frequency: The Rating and Ranking Workgroup is an ad-hoc workgroup that only meets around the Notice of Funding Availability season. It will meet during that season as much as required – typically 3-4 times.
2. Agenda: The agenda is created by the HHC Coordinator with input from workgroup members.
3. Minutes: A volunteer of the Rating and Ranking Workgroup takes minutes of meetings and retains a copy of these minutes for review. Minutes are emailed out to committee members.
4. Attendance: Attendees are required to sign the meeting attendance sheets which serve as the formal document confirming participation.

L. Nominations Workgroup Meetings:

1. Frequency: The Nominations Workgroup is an ad-hoc workgroup that only meets around board election season beginning in November. It will meet during that season as much as required – typically twice.

2. Agenda: The agenda is created by the HHC Coordinator with input from workgroup members.
3. Minutes: A volunteer of the Nominations Workgroup takes minutes of meetings and retains a copy of these minutes for review. Minutes are emailed out to committee members.
4. Attendance: Attendees are required to sign the meeting attendance sheets which serve as the formal document confirming participation.

M. NOFA Workgroup Meetings:

1. Frequency: The NOFA Workgroup is an ad-hoc workgroup that only meets around the Notice of Funding Availability season. It will meet during that season as much as required – typically 3-4 times.
2. Agenda: The agenda is created by the HHC Coordinator with input from workgroup members.
3. Minutes: A volunteer of the NOFA Workgroup takes minutes of meetings and retains a copy of these minutes for review. Minutes are emailed out to committee members.
4. Attendance: Attendees are required to sign the meeting attendance sheets which serve as the formal document confirming participation.

ARTICLE V: VOTING

A. Voting:

1. An agency or organization gets one vote. An individual not associated with an agency or organization gets one vote. In order to be in good standing to vote, the individual or organization must have attended at least 7 of the last 12 scheduled HHC General Meetings. The agency or organization can determine the representative who will vote at each meeting.
2. Organizations and individuals who were previously attending NY-509 and NY-502 who were in good standing (per their original CoC requirements) will be assumed to have entered NY-505 in good standing.
3. Items or decisions requiring a vote must be made known to Members in good standing at least 5 business days prior to the vote and whenever possible, the HHC will give as much notice as possible. Members must be notified utilizing the current listing of Membership Contact Information which is via email through the HHC listserv. Members who do not have email access may request any correspondence via USPS Mail. Notification must include the date, time, location and voting item.
4. Quorum is defined as 2/3 of members in good standing for voting purposes. Any action by this quorum shall be considered an act of the full membership. A vote may only take place if a quorum of voting members is present.
5. Voting is to be conducted in a manner that protects the anonymity of the vote being cast by those participating in the vote. Ballots are distributed to eligible members at the HHC meeting at the end of the presentation of the voting topic. Ballots are then collected when voting is completed and tallied. The outcome of the vote will be shared in a group session with the present members of the HHC.

ARTICLE VI: LEADERSHIP STRUCTURE

- A. The HHC General Membership will choose the CoC Collaborative Applicant and HMIS Lead. The current Collaborative Applicant and HMIS Lead is Onondaga County. HHC Members are

responsible for approving Advisory Board members, the final CoC Consolidated Application for submission by the HHC Coordinator and any other additional responsibilities as determined by the HHC Advisory Board.

- B. The HHC Advisory Board, operating as the CoC Board, will be formed to include elected and appointed representatives of the coalition who will meet regularly and year-round to address critical matters of importance for the HHC. They will bring recommendations to the full coalition for consideration. They serve as the administrative and formal leadership body (Board) for the HHC. The Advisory Board will coordinate with the standing committees to ensure that information is disseminated to HHC.
- C. The chairs and/or the Collaborative Applicant may call an Advisory Board meeting at any time to address immediate needs.
- D. Recommendations from the Advisory Board shall go to HHC to be voted on at the next regular meeting.
- E. For immediate, emergency, or time sensitive decisions regarding the CoC Application Process, or for other specific decisions as assigned by HHC, the Advisory Board has the authority from HHC to make appropriate decisions. In all other matters, the Advisory Board can only make recommendations to HHC.
- F. Any such decisions made by the Advisory Board shall be reported back to the HHC at the next regular meeting and by email or posting on the HHC website.
- G. The annual review, including the compensation, of the HHC Coordinator will be completed by the voting members of the Advisory Board.
- H. Resignation and Removal: Any Board Member may resign at any time during their time of service, or may be removed with cause upon the request and vote of the general membership. HHC Advisory Board Members are expected to attend (in person or via technology) all Advisory Board meetings unless otherwise excused. If an Advisory Board Member has missed more than two consecutive meetings or more than six (6) occurrences in a twelve-month period (unless excused for medical leave or otherwise), the Advisory Board will vote on the removal of the Board Member. The HHC Coordinator will track attendance via sign-in sheets.
- I. The Advisory Board is responsible for approving the Planning and HMIS grants including the budget.
- J. Advisory Board Composition: The HHC Advisory Board shall be composed of at least twelve (12) voting members and two (2) non-voting members:
 - HHC Chair (Elected)
 - HHC Chair Elect (Elected)
 - HHC At-Large Member (Elected)
 - HHC Immediate Past Chair
 - Operations Committee Chair (Appointed)
 - Strategic Initiatives Committee Chair (Appointed)
 - Community Relations Committee Chair (Appointed)
 - Consumer Advocate (Appointed)
 - Onondaga County Department of Social Services Representative
 - City of Syracuse Department of Neighborhood and Business Development Representative (ESG Jurisdiction)

- Onondaga County Department of Community Development Representative (ESG Jurisdiction)
 - HHC Coordinator (Non-voting Member)
 - HMIS Administrator (Non-voting Member)
 - Oswego County Department Representative
 - Oswego County Representative
 - Cayuga County Department Representative
 - City of Auburn Representative
 - RHY Coordinator
1. HHC Chair: The HHC Chair is an elected representative with a one-year term and the option to renew for one additional term. Duties of the Chair include facilitating HHC Advisory Board and General Meetings, and special meetings when needed or required; making committee/workgroup chair appointments and assigning liaisons to other community coalitions that address issues related to homelessness and; acting as an ex-officio member of all committees; acting as the signatory for the HHC with the approval of the Advisory Board. All other duties usually pertaining to the office of Chair and as determined by the HHC.
 2. HHC Chair Elect: The Chair Elect is an elected representative with a one-year term and the option to renew for one additional term. This person will preside at HHC General Meetings and special meetings when needed or required in the absence of the Chair, assist the Chair in making committee assignments, and perform all other duties usually pertaining to the office of Chair-Elect and as determined by the HHC.
 3. HHC At Large Member: The At Large Member is an elected representative with a one-year term and the option to renew for one additional term. This person represents the interests of the general membership and may conduct projects or be assigned other duties by the HHC Chair.
 4. HHC Immediate Past Chair: The Immediate Past Chair will remain a member of the Advisory Board for the one year term immediately following the fulfillment of their term as HHC Chair. This person will assist the Advisory Board as needed to ensure a smooth leadership transition.
 5. Committee Chairs: Advisory Board Members appoint Committee Chairs for a one-year term with the option to renew for a one additional term. They are responsible for holding Committee Meetings at least quarterly, keeping minutes, reporting to the Advisory Board and at HHC General Meetings and completing tasks as assigned.
 6. Consumer Advocate(s): Advisory Board Members appoint the Consumer Advocate(s) for a one year term with the option to renew for a one additional term. This person is able to pull from personal experiences with homelessness represent the voice of those receiving services.
 7. City and County Representatives: Representatives provide information and updates relevant to HHC activities as they relate to their respective departments. Advisory Board Members appoint these representatives for a one year term with the option to renew for one additional term.
 8. Oswego Representative

9. Runaway and Homeless Youth Coordinator

10. Cayuga Representative

11. HHC Coordinator: The Advisory Board will interview and select the HHC Coordinator. This person acts as the staff of the Collaborative Applicant and completes and submits the annual CoC application and other directives as assigned by the Advisory Board to meet HUD requirements. This includes leading the CoC NOFA workgroup, delegating writing and editing to appropriate persons and ensuring all individual project applications are submitted. The Coordinator reports to the Advisory Board and is not a voting member.

12. HMIS Administrator: The Advisory Board and the HHC Coordinator will interview and select the HMIS Administrator. This person acts as the staff of the Collaborative Applicant and manages the CoC's HMIS in addition to coordinating a bimonthly Data Administrators Committee. Other duties include assisting in organizing and submitting the Point in Time Count (PIT Count), the Housing Inventory Count (HIC), the Annual Homeless Assessment Report (AHAR) and any other responsibilities involving HMIS data.

K. Nominations and Elections: Nominations for the Chair, Chair Elect and At-Large Member will be accepted annually each November. All nominees must be members in "good standing" and will be required to submit a letter of interest for consideration by the Advisory Board to the Nominations Workgroup. The Nominations Workgroup consisting of three (3) to five (5) members will be elected by the membership at the October meeting. The workgroup will prepare a final slate of nominees that will be presented to the membership for a vote at the December meeting.

ARTICLE VII: COMMITTEES and WORKGROUPS

A. The HHC Advisory Board may establish committees and shall specify the duties of each committee. Committees develop recommendations for consideration by the general membership and do not have decision making authority unless explicitly granted by a vote of the general membership. The following standing committees have been established to comply with HUD requirements:

1. Operations Committee (Required for CoC Member Agencies and ESG Program Administrator, open to all members) responsible for:
 - Performing annual reviews of HUD Annual Performance Reports (APRs)
 - Identifying and soliciting potential applicants for annual HUD CoC Competition (CoC Application and project applications)
 - Developing eligibility and ranking procedures for reviewing grant applications
 - Directing and monitoring performance evaluation activities including but not limited to:
 - i. Establishing performance targets appropriate for population and program type in consultation with recipients and subrecipients
 - ii. Monitoring recipient and subrecipient performance
 - iii. Evaluating outcomes for CoC and ESG
 - Providing qualitative feedback and support to the HHC Coordinator and Advisory Board for strengthening programs
 - Identifying new funding resources to meet identified community needs
 - CoC Coordinator and ESG Program Administrator will communicate program and project outcomes at to this Committee
 - Conducting Gaps & Needs Assessments

2. Data Administration Committee (Required for CoC/ESG Member Agencies, open to all members) responsible for:
 - Organizing, overseeing, and compiling counts of the population and subpopulations of people experiencing homelessness
 - Helping to plan, organize, promote and carry out the Point-In-Time (PIT) Count
 - Working with the HHC Coordinator to provide education, feedback, and support to the membership on improving data quality
 - Working with the HHC Coordinator to review Homeless Management Information System (HMIS) and Annual Homeless Assessment Report (AHAR)
 3. Strategic Initiatives Committee Responsible for:
 - Reviewing and familiarizing themselves with the details of the 10-Year Plan
 - Assessing and monitoring progress of the plan
 - Identifying strategic initiatives and assigning workgroups to implement initiatives
 - Drafting Annual Reports to the community
 4. Community Relations Committee Responsible for:
 - Developing and maintaining the website
 - Writing press releases and developing community outreach strategies
 - Planning special events
 - Reviewing letters of support for member agencies
 - Planning agendas and programming for General Meetings
- B. Workgroups may be established based on community needs and the HHC Board Chair will appoint and unappoint workgroup leads while specifying the duties of each workgroup.
1. Current workgroups include:
 - Coordinated Entry Workgroup – ensures that the CoC is prioritizing the chronically homeless and other vulnerable individuals for housing. See Coordinated Entry Policy and Procedures Manual on our website for more information:
<http://www.hhccny.org/coordinated-entry/>
 - Outreach Workgroup – meets monthly to review a list generated by HMIS with all individuals that are unsheltered
 - Veterans Workgroup – meets weekly or twice a month depending upon availability to review a list generated by HMIS with all Veterans in shelter to ensure they are housed
 - Housing Service Providers Workgroup – meets monthly to share information about programs and services available to individuals and families
 - Runaway and Homeless Youth Workgroup – meets quarterly to discuss new developments in the RHY population and standards; includes McKinney-Vento School Liaisons
 2. Current Ad-Hoc committees/workgroups include:
 - Nominations Committee – reviews the letters of interest for chair, chair-elect and at-large positions for the Advisory Board and determines eligibility based on HHC general meeting attendance
 - Ratings and Rankings Committee – meets during the annual NOFA competition to determine reallocation, review bonus applications and rank all bonus, new and renewal applications. The Ranking and Ratings Committee composition is determined by the HHC

Advisory Board. The meeting is closed to the public, but decisions regarding ranking and funding are communicated to the HHC General Membership and widely posted to the public.

- NOFA Workgroup – meets during the annual NOFA competition to assist with parts of the Collaborative Application

- C. The work of allied community groups that exist to address issues that are aligned with the mission and vision of the HHC/CoC are considered essential components of the local effort to eliminate homelessness. HHC members who are participants in community groups not specifically formed or overseen by the HHC/CoC are invited to share updates on the work of the group and may invite HHC/CoC members to participate in their initiatives.

ARTICLE VIII: AMENDMENT OF GUIDELINES

The Operational Guidelines may be amended at a regular or special meeting of the Housing and Homeless Coalition of Central New York (HHC) by a two-thirds affirmative vote of the members in good standing present, given that the amendments were put forward to the membership in writing at least five business days, or sooner if possible, prior to the meeting for review and comment. The Operational Guidelines will be reviewed annually and every five years, the Board Selection Process will be reviewed.

ARTICLE VIII. CONFLICT OF INTEREST POLICY

A. PURPOSE: The HHC has adopted this *Conflict of Interest Policy* in order to openly and effectively manage the actual and potential conflicts that may well arise when HHC Advisory Board and Committee members, in the performance of their official duties and planning activities, engage in deliberations that might result in decision-making that could directly or indirectly benefit the private interests of the member or the organization that the member represents. Provided that conflicts are recognized, properly disclosed, and well-managed to eliminate bias and to promote impartiality, this policy will further serve to protect the integrity of the HHC's decision-making process and enable the HHC's constituencies to have trust and confidence in the resulting outcomes.

B. Definitions: A *conflict of interest* exists when a board member or committee member, has a personal/professional interest that is in conflict with the interests of the organization, such that he or she may be influenced by this personal/professional interest when making a decision for the organization. Conflicting interests may include both financial and nonfinancial concerns, although the law is most concerned with, and this policy is focused on, financial interests. A conflict of loyalty (duality of interest), is best addressed in a broader ethical context. Typically, it involves situations where the member may have an affiliation as a board member of an entity that may have an advantage or disadvantage from their involvement with the HHC. For the purposes of this policy, a person with a conflict of interest is referred to as an "*interested person*".

1. Interested person: Any HHC Advisory Board or Committee Member with board-delegated powers, who has direct or indirect *financial interest* and, whose actions may result or have the appearance of resulting in personal, professional or organizational gain, is defined as an interested person.
2. Financial Interest: Involves any "financial interest" that is held by an entity, which, considering the specific circumstances, is significant enough that it would, or reasonably could, affect an interested person's judgment with respect to contracts or transactions to which the entity, or their family member, is a party to and acting in an official capacity. Service

in an official capacity shall include service as an employee, owner, director, board member, consultant, or officer who represents any such entity or organization which is seeking funding or other support through the HHC (primarily as the collaborative applicant for the CoC process).

3. Contract or Transaction: Is any agreement or relationship involving the sale or purchase of goods or services, the approval or provision of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization.

C. PROVISIONS: There are two basic provisions for addressing conflicts of interest: (a) a person with a conflict (or who thinks they may have a conflict) has a *duty to disclose* the conflict/potential conflict, and (b) if determined to be an “interested person”, should be *excluded* from discussion and voting on any matter that gives rise to a conflict between their personal interests and the organization’s interests.

1. Duty to Disclose: The HHC Advisory Board and Committee Members shall have a duty to disclose any known or potential conflicts of interest by responding to a “conflict disclosure statement” that is signed and dated at the beginning of their term of service. The questionnaire shall be reviewed annually thereafter for the disclosure of any conflicts that may evolve in the future.

During the course of their term, in the event that a matter that raises a potential conflict of interest comes before the HHC Advisory Board or its Committees for consideration, recommendation and decision, the member shall disclose the conflict of interest as soon as they become aware of it. In the event that it is unclear whether or not a conflict of interest exists, the member with the potential conflict should explain the circumstances to the HHC Chair, or the Chair's designee, to determine if the conflict is relevant to this policy or to decide if full board discussion is warranted.

2. Exclusion/Recusal of Self: Any HHC Advisory Board or Committee Member may recuse (disqualify) themselves at any time from involvement in any discussion or decision in which they believe they are an interested person without going through the process of determining whether a conflict of interest exists. In some instances, a member may be asked to recuse themselves from sensitive discussions when a conflict is perceived or identified so as not to unduly influence the discussion. Should this occur, the HHC Advisory Board Chair will request the individual to recuse themselves from involvement.
3. Voting: All votes are conducted in accordance with the Conflict of Interest Policy (see below). The HHC Advisory Board adopted a Conflict of Interest Policy and Disclosure Statement establishing the procedures for the disclosure and the management of real or potential conflicts. Any HHC member with a stake in a decisive matter put before the membership for a vote will be responsible for disclosing any actual or perceived conflicts of interest for consideration by the members. If there is a conflict of interest, the member will abstain from voting. A Disclosure Statement is completed at the beginning of the members’ term of service and reviewed annually thereafter. In the course of business, disclosures should occur at the earliest possible opportunity and, preferably, before the discussion of any such matter.

D. PROCEDURES: It is expected that no HHC Board or Committee Member shall knowingly take action to influence the conduct of the HHC in such a way as to confer any financial benefit on such member, or their family members, spouse/partner, or any organization in which the member, or their family members, spouse/partner serves in an official capacity. No HHC Advisory Board or Committee Member shall vote on a matter for which he, she, or his or her member organization has a stake.

For each interest disclosed, the HHC Chair or, if appropriate, the full board, will determine the best course of action based on the circumstances and policy implications: (a) take no action or; (b) disclose the situation more broadly and invite discussion/resolution by the full board as to what action to take, or; (c) refrain from taking action and otherwise avoid the conflict. In most cases, the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.

When the interested party is a key decision-maker, they must fully disclose the conflict to all other decision-makers. They may not be involved in the decision of what action to take or participate in a vote but they may serve as a valuable resource and provide other decision-makers with information based on the best interests of the HHC.

When a conflict is determined to exist, the interested person shall not be present or participate in the vote, but may be counted for purposes of determining the existence of a quorum.

When practicable, the HHC Advisory Board Chair, with approval of the full board, may appoint a disinterested person(s) or form an ad hoc committee of disinterested persons to investigate alternatives to the proposed transaction or arrangement.

The minutes of the meeting should record the action taken. The minutes should reflect when a board or committee member discloses that they have a conflict of interest and how the conflict was managed, such as that there was a discussion on the matter with or without the board member in the room, and that a vote was taken but that the "interested" board member abstained.

D. CONFIDENTIALITY: Each HHC Board and Committee Member is expected to respect and preserve the confidentiality of privileged information and exercise discretion in the handling of sensitive information acquired in connection with disclosures of conflicts of interest or potential conflicts. In addition, members must not use information related to the disclosures for their personal, professional or organizational advantage or for the benefit of their family members. No member will face retaliation in any form if he or she reports a conflict of interest concern to the HHC Board.

E. REMEDIES FOR NON-COMPLIANCE: Any HHC Board or Committee Member who fails to comply with this Conflict of Interest Policy may, at the discretion of the HHC Advisory Board, be censured or subject to disciplinary action up to and including termination or removal from the board or committee.

F. REVIEW OF POLICY: At the beginning of their term of service, and annually thereafter, each HHC Advisory Board and Committee member shall be provided with a copy of the Operational Guidelines, which includes the Conflict of Interest Policy, for review and will acknowledge by their signature that they have read and understand the content. Furthermore, each member shall complete a Conflict of Interest Disclosure Statement for the express purpose of identifying and documenting any relationships, positions or circumstances in which they, or their family member, spouse/partner are involved that they believe could constitute a real or perceived conflict of Interest.

The disclosure statement shall generally be made available to the HHC Chair and HHC Coordinator. The information will be treated as confidential except to the extent additional disclosure is necessary in connection with the implementation of this policy.

Disclosure Statement

Name: _____ Date: _____

I read and understand the Housing and Homeless Coalition (HHC) Conflict of Interest Policy Statement. Except for the matters listed below, there is no situation in which I am involved in which my decision on behalf of the HHC may be influenced by my personal, organizational or professional interests for gain or advantage, financial or otherwise.

Please describe below any relationships, transactions, or positions you hold (volunteer or otherwise), or circumstances that you believe could create a conflict of interest, now or in the future, between the HHC and your personal, organizational or professional interests, financial or otherwise:

_____ I have no conflict of interests to report.

_____ I have the following conflict of interests, or potential conflicts of interests, to report:

I understand that it is my obligation to promptly disclose any conflict of interest, or appearance of a conflict, to the Chair of the Advisory Board and to the HHC Coordinator, and that for transactions in which I am determined to be an interested person; I will be excluded from the discussion and abstain from voting on the matter involving the conflict.

Signature: _____ Date: _____

Position: _____

