



Thomas Jefferson Area Coalition for the Homeless (TJACH)

TJACH Continuum of Care Charter – ADOPTED 11-26-13

This charter sets out the composition, governance, roles, responsibilities and structure of the Thomas Jefferson Area Coalition for the Homeless.

Purpose of the Thomas Jefferson Area Coalition for the Homeless

The Thomas Jefferson Area Coalition for the Homeless is responsible for developing and implementing the Community Plan to End Homelessness to end and alleviate the impact of homelessness in our community. TJACH serves as the Lead Agency for the HUD Continuum of Care process. TJACH operates through a collaborative and inclusive community-based process and approach to planning for and managing homeless assistance resources and programs to most effectively end homelessness in our community. Our region includes the City of Charlottesville and counties of Albemarle, Louisa, Nelson, Greene, and Fluvanna.

Membership & Structure of the Coalition

- I. The Thomas Jefferson Area Coalition for the Homeless is a formal 501(c)3 as determined by the IRS March 2009.
- II. TJACH is governed by a formal Governance Board of no fewer than 9 and no more than 19 members responsible for fiduciary oversight, development of and implementation of the Community Plan to End Homelessness, and supervision of the Executive Director. Five members of the Governance Board are appointed by county and city executive leadership to represent the jurisdictions in the planning district. Of these five appointed members, no fewer than 1 member will represent the City of Charlottesville and no fewer than 1 member will represent Albemarle County. Five members are elected to represent service providers by members of the Service Providers Council. The remaining eight members represent the faith community, general public and include housing developers, landlords, funders, business owners, attorneys, accountants, and others with skills or experience needed by the coalition. The Governance Board meets no less frequently than bi-monthly. Meeting times and locations are published and meetings are open to the public.

- a. In June, an election shall be held to determine who will serve as Chair, Vice Chair and Treasurer of the TJACH Governance Board. These three officers, and any other board members designated by the board, will constitute the Executive Committee of the TJACH Governance Board. The Executive Committee shall represent members from more than one sector on the board.
 - b. The Executive Committee shall meet monthly to determine the agenda for the regular meeting, review financial statements, and address any emergent issues. At least quarterly, the Treasurer will review agency financial statements with the full board.
 - c. The Chair shall facilitate the regular meetings using Roberts Rules of Order. The Vice Chair shall do so in the event of The Chair's absence.
 - d. The Executive Director shall serve as Secretary, but will not have voting rights or responsibilities.
 - e. Terms will be three years in length with staggered terms for the first board to avoid significant turnover in any one year. Board members may serve no more than two three-year terms.
- III. Committees of the TJACH Governance Board include a Consumer Advisory Board and A Service Provider Council.
- a. The Service Provider Council meets monthly to share information, problem-solve, develop collaborations, and implement specific aspects of the Community Plan to End Homelessness. Meeting times and locations are published and meetings are open to the public. Bylaws, membership requirements and operating guidelines will be adopted by the TJACH Governance Board.
 - b. A Consumer Advisory Committee, populated by people who are currently or formerly homeless, provides ongoing feedback, engages in local advocacy efforts and operates a speaker's bureau.
- IV. Subcommittees of the Service Provider Council include standing committees: Community Case Review Subcommittee, Single Room Occupancy/Crossings Application Subcommittee, Point in Time Count Subcommittee, Homeless Management Information System (HMIS), Data Quality Subcommittee, Coordinated Assessment Process Subcommittee, and Ad Hoc subcommittees as necessary.
- V. Staff to the coalition include an Executive Director. Job responsibilities are available upon request.

- VI. A quorum of 51% of the TJACH Governance Board will be required to adopt or approve an item on the action agenda.
- VII. Members that fail to attend regularly shall be subject to removal from the TJACH Governance Board if they attend less than 75% of the regularly scheduled meetings annually following the agency's fiscal year calendar (July 1 – June 30).
- VIII. The TJACH Governance Board will establish a Nominating Committee to select and present new members of the board to populate seats reserved for members of the general public. The Executive Committee may serve as the Nominating Committee.
- IX. Meetings will be formally documented in the form of minutes adopted by the TJACH Governance Board.
- X. The coalition adheres to a formal Conflict of Interest Policy: No TJACH Board Member shall vote on a matter for which s/he or his/her member organization has a vested interest. Members of the TJACH Board and its Committees shall comply with federal, state and local laws.
 - In general, a conflict of interest occurs when Member takes an action, which results or has the appearance of resulting in personal organizational or professional gain. No Member of the TJACH Board or its Committees shall knowingly take action to influence the conduct of TJACH in such a way as to confer any financial benefit on such Member, his or her family members, spouse or partner, or any organization in which the Member, his or her family members, spouse or partner serves in an official capacity. Service in an official capacity shall include service as an employee, owner, stockholder, director, board member, consultant, or officer that represents any such entity or organization which is seeking or receiving funding, but shall not include service solely as a volunteer (that do not serve as board members or consultants) or recipient of services.
 - On issues in which a TJACH Board Member has a conflict of interest as described above, the Member may not vote. The Member may participate in discussion upon declaring a conflict of interest. The Board Chair 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 TJACH Board or its Committees for consideration, recommendation and decision, the Member shall disclose the conflict of interest as soon as he or she becomes aware of it, and the disclosure shall be recorded in the minutes of the meeting.

XI. Homeless Management Information System

The Thomas Jefferson Area Coalition for the Homeless will serve as the HMIS Administrator for this community. TJACH will select and provide an HMIS software provider for use by coalition members. This provider is currently Pathways Community Networks, Inc. (PCNI).

TJACH Responsibilities

- TJACH staff will serve as a liaison between HMIS users and the provider, arranging for onsite training when appropriate and addressing community-level concerns with the provider.
- TJACH staff will regularly review data entered into HMIS to assess regularity of contributions and data quality levels.
- TJACH staff will generate community and agency-level data quality reports for discussion at the HMIS Data Quality Subcommittee.
- TJACH staff will provide reports to HUD and DHCD based on data contributed to HMIS including, but not limited to, the Point in Time, Housing Inventory Assessment, and AHAR.

Agency/End User Responsibilities

- All agencies receiving housing and homelessness funding through TJACH, HUD, DHCD-ESG, DHCD-HSG, ABRT and other collaborative proposals will contribute data on individuals served by their agency to HMIS.
- Data will be entered at least weekly to ensure that reports reflect up-to-date information.
- Agencies using HMIS will participate in data quality reviews and exercises to ensure that community level data meets the highest HMIS quality standards.
- Agencies using HMIS will contribute financially to the cost of the software provider and staff engaged to coordinate HMIS activities at a rate to be determined during contract negotiation or collaborative proposal development.