

HUDSON COUNTY ALLIANCE TO END HOMELESSNESS

CONTINUUM OF CARE

BYLAWS

ARTICLE I-ORGANIZATION

Section 1. Name: The name of this organization shall be the Hudson County Alliance to End Homelessness Continuum of Care (HCAEH).

Section 2. Service Area: The HCAEH shall provide services to the County of Hudson.

Section 3. Address: The principal office of the HCAEH shall be the office of the Hudson County Division of Housing and Community Development, located at 830 Bergen Avenue, Suite 5B, Jersey City, New Jersey, 07306, unless changed by the HCAEH.

Section 4. Description: The HCAEH is a voluntary association that provides information, services, and advocacy for and on behalf of Hudson County's homeless population.

ARTICLE II-PURPOSES

The mission of the HCAEH is to coordinate homeless programs in the County of Hudson. The HCAEH Executive Board consists of homeless housing and shelter providers, clients, advocates, and government representatives, who work together in order to shape county-wide planning and decision-making. Specifically, the HCAEH is required to:

- To develop and implement a coordinated community-based strategy for preventing homelessness when possible, rapidly rehousing those who become homeless, and ultimately ending homelessness in Hudson County through the provision of adequate permanent supportive housing, stabilization of at-risk households, educational and economic opportunities to promote self-sufficiency and other mainstream and social services.
- To identify gaps and barriers to Hudson County services in order to effectively address the needs of the homeless and very low income population.
- To create and maintain systemic approaches to ending homelessness through collaboration with government and community based organizations.
- To collect and utilize data and performance measurement tools to evaluate and improve the County's response to homelessness.
- To apply for funding from the U.S. Department of Housing and Urban Development (HUD), under the McKinney Vento Homeless Assistance Act Continuum of Care (CoC) Program and other funding programs for the homeless.

ARTICLE III-PARTICIPATION

Section 1. Membership and Voting Privileges

Participation in the HCAEH is open to any organization (non-profit, for-profit, or governmental) or individual that is committed to ending homelessness or assisting individuals who are homeless or at-risk of becoming homeless. Organizations and individuals can request to become a

member of the HCAEH at any point during the year. Annually, an advertisement will be placed in local paper(s) inviting to members to join.

To become members, each organization seeking membership will be required to submit a brief letter of interest and designate two “authorized representatives” in addition to the CEO/ED (who are always authorized to represent the organization). An authorized representative must have sufficient authority to speak and vote on policy issues on behalf of the organization. On or before July 1st of each year the member organizations must renew their membership and designate their authorized representatives to the CoC lead agency for the upcoming year.

Levels of Membership

The following levels of membership exist:

- Voting Members
 - Voting members are:
 - Agencies that have sent an authorized representative to at least seven (7) of the last twelve (12) HCAEH meetings.
 - I individuals, not associated with an agency, that have attended at least seven (7) of the last twelve (12) HCAEH meetings.
 - Each member agency is entitled to one vote and only authorized representatives can vote.
- Non-Voting Members
 - Non-voting members may participate in discussion and initiatives of the HCAEH and be members of CoC committees.

If two member organizations are closely linked, but organized as separate non-profit organizations for IRS tax purposes, then each organization is entitled to join separately.

Voting:

- A. HCAEH Co-Chairs will maintain the list of authorized voting representatives.
- B. **Quorum:** More than 50% of the authorized voting members must be present for a motion to be brought to vote. If there is no quorum present, the motion is tabled until such time as a quorum is present. In order to be counted towards the quorum, he/she must be eligible to vote as defined above.
- C. **Electronic Voting:** An electronic vote may be taken and recorded at the discretion of the Chair and Vice Chair of the HCAEH.

Section 2. Meetings

- A. The HCAEH shall meet monthly, as scheduled by the HCAEH as a whole; all meeting dates shall be announced, and posted on the County's website, and at other sites as determined by the HCAEH. Special meetings of the members may be called by a majority of the HCAEH.

- B. Minutes shall be kept of every meeting. The minutes shall be distributed to the entire HCAEH following each meeting for comments and corrections and shall be approved at the following meeting.
- C. Special meetings may be called by the Co-Chairs upon the request of one-third or more of the voting members. Notice of special meetings shall be sent via the HCAEH mailing list kept by the Hudson County Division of Housing and Community Development.
- D. Attendance shall be recorded at each HCAEH and Committee meetings. Members of the HCAEH are expected to be active participants in HCAEH and Committee meetings.
- E. All CoC grantees are required to participate on a working Committee and attend at least seven (7) of the twelve (12) HCAEH meetings prior to submitting an application for new or renewal funding through the CoC Competition, or other funding through the HCAEH.

Section 4. Conflicts: Individuals participating in or influencing HCAEH decision making must disclose any actual or perceived conflict of interest as early as possible. Any member with a conflict shall abstain from voting on a matter for which he/she or his/her member organization has a financial or other vested interest. If the HCAEH Chair or a Committee chair has a conflict, that individual shall designate a temporary chair for the discussion of that particular agenda item.

ARTICLE IV-EXECUTIVE BOARD

Section 1. Executive Board: The Executive Board of the HCAEH, shall govern, control, and manage the HCAEH and each of its activities. The purpose of the Executive Board is to provide leadership, policy direction, and strategic planning for the entire HCAEH.

Section 2. Members of the Executive Board: The Executive Board shall be made up of no less than five (5) and not more than fifteen (15) participants. One-third (1/3) of the membership shall represent public agencies and two-thirds (2/3) of the membership shall represent private entities. The HCAEH shall make a concerted effort to include on the Executive Board, representatives from the following groups:

- 1) Government agencies throughout Hudson County
- 2) Faith-based and other community-based organizations
- 3) Social service providers
- 4) Nonprofit and for-profit housing developers
- 5) Local businesses and law firms
- 6) Local universities or colleges
- 7) Law enforcement
- 8) County Superintendent's office and/or school district homeless liaisons
- 9) Medical service providers
- 10) Funders
- 11) Homeless and/or formerly homeless individuals

Section 3. Term of Office: Members of the Executive Board shall be appointed for two (2) year terms. Terms shall be based on a calendar year. One third (1/3) of the terms shall expire each year.

Section 4. Officers: A representative from the Hudson County Division of Housing and Community Development shall serve as Chair and a representative from the Jersey City Division of Community Development shall serve as Vice-chair.

Section 5. Executive Board Membership: The Executive Board shall be appointed by the Governance Committee. The Governance Committee shall seek recommendations for qualified candidates from the HCAEH. Members of the Executive Board must agree to uphold the mission of the HCAEH, as defined by Article II of these bylaws.

Section 6. Executive Board Meetings: The Executive Board shall meet as often as deemed necessary, but no fewer than four (4) times per calendar year. Notice of meetings and any applicable documents shall be provided to all members of the Executive Board at least five (5) days in advance of a meeting.

Section 7. Duties of the Executive Board: The responsibilities of the Executive Board shall include, but not be limited to:

- 1) Attend at least 80% of all meetings of the Executive Board
- 2) Attend an annual HCAEH meeting to be determined by the HCAEH Chair and Vice chair
- 3) Review and comment on local legislation affecting homelessness
- 4) Monitor the implementation of Hudson County's Ten Year Plan to End Chronic Homelessness (the "Ten Year Plan")
- 5) Revise and update the Ten Year Plan upon recommendation from the HCAEH
- 6) Gather and report community input on homelessness
- 7) Set program performance standards and monitoring policies for projects receiving HUD funding through the HCAEH
- 8) Establish policies for prioritizing projects to be funded by the HCAEH
- 9) Review and approve referrals from the Performance and Evaluation Committee for ongoing programs and new projects
- 10) Review appeals

The Executive Board may be responsible for other duties that may arise from time to time.

Section 8. Quorum and Voting: A majority of members of the Executive Board shall constitute a quorum. Although the Executive Board shall strive to achieve consensus, the affirmative vote of a majority of its membership shall be required for the approval of any matter. Members must be present to vote and shall be entitled to one (1) vote per entity. A vote by phone or e-mail may be taken and recorded at the discretion of the Chair and Vice Chair of the Executive Board.

ARTICLE V-HCAEH OFFICERS

Section 1. Chair and Vice-chair:

A. Chair: A representative from the Hudson County Division of Housing and Community Development shall serve as Chair.

B. Vice-chair: A representative from the Jersey City Division of Community Development shall serve as Vice-chair.

Section 2. Duties of the HCAEH Officers: The Chair and Vice-chair of the HCAEH shall:

- A. Preside at all HCAEH meetings
- B. Serve as Chair and Vice-chair of the Executive Board and attend all meetings of the HCAEH
- C. Serve as Chair and Vice-Chair of the Performance and Evaluation Committee and as members of each of the other Committees.
- D. Provide reports to the entire HCAEH as needed.
- E. Call special meetings of the HCAEH as needed.
- F. Publicly represent the HCAEH.
- G. Design and coordinate the HUD Continuum of Care grant application process.
- H. Draft letters of support on behalf of HCAEH members.
- I. Perform any other duties as determined by the HCAEH.

ARTICLE VI-HCAEH COMMITTEES

Section 1. Planning Committees. The HCAEH shall establish and convene Committees to address specific aspects of the HCAEH planning process. These Committees may be formed and disbanded as needed by a vote of the HCAEH. Each Committee shall designate a Chair and Co-Chair. Assessments regarding the need for a particular Committee, appointments and Chair designations shall all be made annually. Committees shall meet as needed, shall keep the HCAEH informed of their progress and shall provide findings and recommendations to the entire HCAEH and to the Executive Board as needed.

The following governing principles shall apply to these standing committees:

- A. All committees shall have two co-chairs. At least one of the co-chairs must be a voting member of the HCAEH.
- B. All committees should include one government member, and two providers. These members are not required to be voting members of the HCAEH.
- C. In instances where clear consensus cannot be reached, standing committees may consider the approval of greater than 50% of Committee Leadership to constitute approval of a proposal or recommendation for the consideration of the HCAEH. Such votes may be conducted in person, by email, on the phone, or by other effective means. Proxy rules apply.
- D. All voting members of the HCAEH are required to participate in at least one committee each year. Failure to do so may disqualify the member and his or her association from voting privileges.

Committees may include, but shall not be limited to:

- A. Veterans Committee:** The purpose of the HCAEH Veterans Committee is to coordinate conversations and planning around ending homelessness among Hudson County veterans by the end of calendar year 2016. The charge of the Committee is to:

- Create a community-wide plan to close gaps in services to homeless Veterans by leveraging and coordinating existing resources, particularly for Veterans who are deemed ineligible for VA services and benefits.
- Be a “home” for currently disparate conversations on ending veterans’ homelessness to create a point-of-contact for forthcoming VA resources.
- Engage SSVF grantees in Hudson County to coordinate homelessness prevention and rapid re-housing resources provided through the VA SSVF grant program.

B. Performance & Evaluation Committee: The Performance and Evaluation Committee is comprised of a diverse range of government funders representing the interests of the CoC. The committee is responsible for overseeing the annual evaluation process of the CoC in accordance with NOFA guidelines, including design and implementation of threshold criteria to better monitor performance outcomes and development of a performance and quality improvement process as part of the CoC Strategic Plan. The committee also assists the CoC with oversight and training associated with project applications for new funding, including the request for proposal process for new permanent supportive housing.

As a result of the latest round of the Monitoring and Evaluation process, the CoC created the Performance and Quality Improvement (PQI) process to improve individual program performance, improve overall CoC performance, and align funding so that the CoC supports the strongest programs that best achieve HUD performance goals and meet consumer needs.

C. Mainstream Resources and Access to Services: The Mainstream Resources and Access to Services Committee is responsible for developing a systemic approach for helping homeless individuals and families access services and enroll in mainstream benefits. This Committee shall review existing services in the County, identify gaps in services to homeless individuals and families currently in the system, and those not currently in the system who are in need or shall be in need of services. This Committee is also responsible for reviewing the Ten Year Plan and evaluating progress toward meeting goals related to Mainstream Resources and Access to Services.

D. Education and Youth: The Education and Youth Committee is responsible for coordinating with local school districts and other organizations providing services for homeless youth in order to review existing services for homeless youth, assess needs, identify gaps, and develop a coordinated, community-wide plan to improve outcomes for children and youth. This Committee is also responsible for reviewing the Ten Year Plan and evaluating progress toward meeting the County’s goals for the provision of services to homeless children and youth.

E. Coordinated Assessment and Entry Work Group: The Coordinated Assessment and Entry Work Group is responsible for the overall development and implementation of the Coordinated Assessment and Entry System in Hudson County. The group works to develop assessment tools, review system data, identify funding, create partnerships and ultimately implement a comprehensive system to ensure that all homeless individuals are

properly assessed and enrolled in the most appropriate housing and/or service program first, and receive the support needed to move on to or maintain permanent housing.

F. Frequent Users: The Frequent Users Committee is responsible for evaluating discharge policies used in and affecting Hudson County and for coordinating with county institutions on discharge planning, including developing a county-wide discharge policy. The Committee's goals include preventing those exiting prisons, jails and hospitals from becoming homeless. This committee is also responsible for reviewing Hudson County's ten year plan and evaluating progress toward meeting goals related to discharge planning.

G. Family Stability: The Family Stability Committee is responsible for addressing family homelessness in the County. Homeless families in Hudson County face tremendous challenges; very-low income families struggle to find affordable housing. The goals of the Family Stability Committee of the Hudson County Alliance to End Homelessness are to 1) Work cooperatively to seamlessly use current resources to stabilize homeless families with housing and services; and 2) Gather data, educate and advocate for increased housing and resources to stabilize homeless families.

Section 2. Workgroups/Advisory Committees: The HCAEH shall establish and convene workgroups and/or advisory committees to address specific needs or projects of the HCAEH. Workgroups and advisory committees may be formed and disbanded as needed by a vote of the HCAEH. The Chair and Vice-chair of the HCAEH shall designate a chair of all active workgroups and advisory committees. Workgroups and advisory committees shall keep the HCAEH informed of their progress and shall provide findings and recommendations to the HCAEH and/or to the Executive Board as needed. Assessments regarding the need for a particular committee, appointments and chair designations shall all be made annually. The HCAEH's active workgroups and advisory committees may include, but shall not be limited to:

A. Governance Advisory Committee: The purpose of the Governance Advisory Committee is to recognize and seek qualified nominees for the elected leadership of the HCAEH's Executive Board and to periodically review the composition of the Executive Board. The Governance Committee shall seek nominations from the entire HCAEH before making final determinations. Representatives from the top three performing CoC-funded providers shall serve on the Governance Advisory Committee. The Governance Committee shall meet as often as deemed necessary but no less than once per calendar year.

B. Point-In-Time Count (PITC) Workgroup: The PITC Workgroup is responsible for the successful execution of the annual Point-In-Time count. During the last week of January, the HCAEH takes a census of homeless individuals and families living in the community. The results of the PITC are used in the HCAEH's planning process, the implementation of the Ten Year Plan, and to access additional funding for the expansion of affordable housing and services for the homeless population in Hudson County. PHC is a one-day, one-stop event, held on the same day as the PITC, during which the community offers food, clothing and various services to Hudson County's homeless population.

- C. Community Outreach and Participation Workgroup:** The Community Outreach and Participation Workgroup is responsible for engaging the community, promoting community awareness of homeless issues through education and advocacy in order to better coordinate services and programs for the homeless population in Hudson County, and for encouraging service providers to join the HCAEH and to attend Committee meetings.
- D. Consumer Advisory Committee:** An advisory committee of persons who are formerly homeless, currently homeless and at risk of becoming homeless to incorporate the voice of homeless individuals and families in the HCAEH's work. Members of the Consumer Advisory Committee shall have the opportunity to participate at meetings as well as to review and comment on new projects prior to review by the Performance and Evaluation Committee.

Section 3. Limitations on Planning Committee, Workgroup and Advisory Group Authority: All planning committees, workgroups, and advisory committees shall provide recommendations to the entire HCAEH and/or the Executive Board (as indicated below) in writing, prior to the meeting at which the recommendation shall be discussed.

- A. HCAEH Approval:** The entire HCAEH must approve all recommendations of the planning committees, workgroups, and advisory committees before any action may be taken, except for recommendations of the Performance and Evaluation Committee, which shall be submitted to and approved by the Executive Board directly (The Performance and Evaluation Committee must keep the entire HCAEH informed of its progress).
- B. Executive Board Approval:** The Executive Board must approve all recommendations of the Performance and Evaluation Committee before the consolidated application can be submitted to HUD on behalf of the HCAEH Continuum of Care, as well as any other recommendation requiring funding through the HCAEH.

The Executive Board must also approve recommendations from the HCAEH to amend or update the Ten Year Plan.

ARTICLE VII-ANNUAL HUD APPLICATION PROCESS

The Performance and Evaluation Committee shall facilitate the review of HCAEH grantees and new projects and shall meet annually with the Executive Board to review performance standards and monitoring policies and to coordinate a schedule for the submission of HCAEH's consolidated application on behalf of the HCAEH.

The Executive Board shall, with input from the Performance and Evaluation Committee, set program standards, monitoring policies, and priorities for reviewing and prioritizing projects to be funded by the HCAEH and shall review (and revise, if necessary) its policies and priorities annually. The Performance and Evaluation Committee shall distribute these policies and priorities to all members of the HCAEH annually and shall apply those policies and priorities in ranking applications for funding through the HCAEH Continuum of Care.

ARTICLE VIII-APPEALS

Appeals should be directed to the Chair of the Executive Board:
Program Director, Housing Assistance
Hudson County Housing and Community Development
830 Bergen Avenue, Suite 5B
Jersey City, NJ 07306
Division Main Telephone: 201-369-4520
Fax Number: 201-369-4523

ARTICLE VIII-ADOPTION AND AMENDMENTS

These bylaws may be amended at a regular or special meeting of the Hudson County Alliance to End Homelessness Continuum of Care by a majority affirmative vote of the members present and voting and with final approval by the Executive Board. Amendments must be in written form and distributed to the members of the entire HCAEH and the Executive Board at least one (1) week prior to presentation and vote.

The foregoing bylaws were adopted by action of the HCAEH on **May 20, 2016.**