

# GVPHC

## I ARTICLE - ORGANIZATION

- A. **Name:** The name of this affiliation shall be the Greater Virginia Peninsula Homelessness Consortium, hereinafter referred to as the Consortium.
- B. **Service Area:** The Greater Virginia Peninsula Homelessness Consortium will provide services to the geographic area known as the Greater Virginia Peninsula. This includes the cities of Hampton, Newport News, Poquoson, and Williamsburg and the counties of York and James City.
- C. **Address:** The principal office of the Consortium shall be the same as the Lead Agency as identified in the Continuum of Care (CoC) Homeless Assistance Grants Program Application.

## II ARTICLE - MISSION AND PURPOSE

- A. **Mission:** To develop, sustain and coordinate a comprehensive continuum of care for citizens at risk of, or experiencing, homelessness.
- B. **Purpose:** The Consortium accomplishes this by carrying out the responsibilities of a Continuum of Care as defined by the U. S. Department of Housing and Urban Development;
1. CoC Operations
    - a. Conducting meetings of the full CoC membership;
    - b. Issuing a public invitation for new members, at least annually;
    - c. Adopting and follow written process to select a board;
    - d. Appointing additional committees, subcommittees, or work groups;
    - e. Establishing performance targets appropriate for population and program type;
    - f. Monitoring and evaluating the performance of all federal and state funded programs, including CoC, ESG and others and take action against poor performer
    - g. Establishing and operating a coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services;
    - h. Establishing and consistently following fair, equitable written standards for screening, evaluating eligibility, and administering assistance for homeless or at- risk individuals and families across the geographic area.

i. Coordinating and implementing a system to meet the needs of the homeless population within the geographic area;
2. Designating a single Homeless Management Information System (HMIS) and an eligible applicant to manage the system; and
a. Monitoring recipient and subrecipient participation in the HMIS; and
b. Reviewing and approving privacy, security, and data quality plans.
3. CoC Planning
a. Planning for and conducting Point-In-Time counts of homeless persons;
b. Conducting an annual gaps analysis of homeless needs and services;
c. Providing information to complete the Consolidated Plan(s);
d. Reviewing, revising, and approving all policies and plans required by the federal and state governmental agencies that oversee homeless assistance programs;
e. Preparing, reviewing, and approving the annual application to HUD for funding; and
f. Preparing, reviewing, and approving the annual application to DHCD for funding.
C. <b>Definition of Homeless:</b> For the purpose of this organization, the definition of “homeless” is as follows: Persons who are homeless are individuals or families who currently lack or cannot legally secure their own consistent living quarters in a structure intended for residential use other than a community shelter.

### III ARTICLE - MEMBERSHIP

A. <b>Membership:</b> All meetings are open to the public. However, the Consortium categorizes membership as described below. These will be defined by the current membership and updated in the bylaws as needed.
1. <b>Associations:</b> human service agencies, businesses, faith organizations and public agencies are examples of associations.
2. <b>Individuals:</b> any single person not related to a member association.
a. are exempt from paying CoC dues.
b. must participate in 50% of planned consortium meetings at 10 planned meetings a year.

(a) The year is defined as twelve (12) months prior to a grant release date to be considered for inclusion.

(b) Attendance credit will be given for cancelled meetings, not to exceed ten (10) meeting in a 12-month period.

3. **Active Member:** An association or individual who is:

a. a paid member of the Consortium;

b. participates on at least one working committee, and

c. participates in monthly consortium meetings.

**B. Becoming a Member:** Associations and Individuals and request to join the Consortium by completing the form on the GVPHC website. Associations must also submit their dues.

**C. Membership Composition:** Members of the Consortium consist of individuals and agencies concerned with the development and coordination of a system to meet the needs of the homeless population and subpopulations within the Consortium's geographic area. Membership is open and will include, but is not limited to:

- nonprofit homeless service providers
- victim services providers
- faith-based organizations
- governments
- businesses
- advocates
- public housing agencies
- hospitals
- universities
- affordable housing developers
- law enforcement
- organizations serving homeless veterans
- homeless and formerly homeless individuals
- concerned citizens
- school districts
- social service providers
- mental health agencies

**D. Representation and Voting:** Associations and/or individuals must be an active member (as defined in Article III, Section A.3) for 30 days prior to obtaining voting privileges.

<p>1. <b>Associations:</b> Each association (if applicable) shall have at least one official representative and only one vote. Associations will designate their voting member and an alternative with the CoC Coordinator.</p>
<p>2. <b>Individuals:</b> Persons who are not connected with an agency shall be given one vote.</p>
<p>a. Voting may occur in person, in writing or electronically. Electronic mail balloting between regularly scheduled meetings is permissible if the issue must be decided immediately, cannot wait until the next scheduled meeting and the Consortium is not able to convene a special meeting. The need and appropriateness of electronic balloting is determined by the Chair.</p>
<p><b>E. Attendance and Participation for funding:</b></p>
<p>1. <b>Continuum of Care Grantees:</b> In order to request funding for any new or renewal project, Executive Directors or program decision makers of projects receiving federal or state homeless assistance funds are required to meet the minimum attendance throughout the previous year from the date of funding announcement and submit a letter of intent outlining the proposed project:</p>
<p>2. Certain State and Federal programs require a signed CoC Participation Certification as part of the application process.</p>
<p>a. Participate in monthly Program Monitoring and Consortium meetings at least 50% at 10 planned meetings each year.</p>
<p>(a) The year will be the 12 months prior to a grant release date to be considered for inclusion.</p>
<p>(b) Attendance credit will be given for cancelled meetings, not to exceed ten (10) meetings in a 12-month period.</p>
<p>b. Agencies desiring to submit a new application for CoC funding should refer to the Program Monitoring Committee Chair for guidance.</p>
<p>(a) Agencies that are new to the Consortium that do not meet the attendance requirement may submit a letter of Good Faith from another CoC Lead Agency where they do received state or federal funding.</p>
<p>3. <b>Decision Making Process for Funding:</b> The Consortium maintains three (3) levels of review and approval for all requests made by any agency for homeless services program funding:</p>
<p>a. The Program Monitoring Committee reviews all project applications to ensure they meet the adopted Standards of Care, performance standards and Consortium priorities, and makes funding and program recommendations to the Ranking Committee. Applicants that disagree with the recommendations of the Program Monitoring Committee will be afforded time on the agenda where the Ranking Committee will consider the funding and project recommendations of the Program Monitoring Committee.</p>
<p>b. The Ranking Committee (Ad Hoc Committee) reviews all recommendations made by the Program Monitoring Committee and ensures the applicant is in good standing, the services proposed respond to the overall community needs, and there are no conflicts of interest.</p>

c. Members of the Ranking Committee are nominated by the Consortium and will be representatives that do not receive federal or state funding for homeless service programs within the Consortium. Ranking Committee members may include Consortium members, non-members, or members of another CoC who have significant experience in federal and state homeless service programs. Members consider the community impact of projects seeking funding from federal and state agencies after reviewing the Standards of Care report, project applications, HUD Annual Progress Reports (APR) and other written information pertaining to each project applicant. Members assess each project's impact on the community's continuum of care in relationship to the other projects seeking funding. Members make funding recommendations to the Consortium members for ratification.

d. The Consortium membership makes all final decisions to accept or reject requests for homeless services program funding.

F. **Fees/Dues:** Members shall not be required to pay a fee in order to participate in Consortium activities, unless otherwise determined by the Consortium or unless special programs require a charge to meet the expense of that particular program. The Consortium will assess annual membership dues at the first meeting of the fiscal year (July). Only associations must pay dues. Individuals or homeless persons meeting the U.S. Department of Housing and Urban Development (HUD) criteria of homelessness within the past year may have their dues waived by the Consortium.

G. **Financial Benefit to Members:** No financial benefit (earnings) of the Consortium may inure to any members, founders, or contributors. Members receive no compensation as a condition of their membership to the Consortium.

H. **Consortium Meetings:** The Consortium shall meet monthly and as scheduled by the Consortium as a whole but no less than 10 times each year. Meetings can be cancelled by a two-thirds (2/3) majority vote from the Leadership Team. Special meetings of the members may be called by a majority of the Consortium. The CoC Coordinator shall give adequate notice to the members not less than three days before any special meeting date. The date, time and place of each meeting shall be established by the Consortium.

I. **Quorum:**

1. **Regular Meetings:** The presence of 51% of the Consortiums' active members at any meeting, including the annual meeting, shall constitute a quorum if the meeting is a regularly scheduled meeting.

2. **Special Meetings:** are those not on the regular schedule, require 51% of the Consortiums' active member attendance for the purpose of voting or handling any official business of the Consortium and must provide a minimum of seven days' prior notice in writing, fax, mail, or email. Elected officials shall be able to call special meetings to conduct Consortium business.

J. **Minutes of GVPHC Consortium Meetings:** Minutes shall be kept at every meeting and shall include, at a minimum, the date, time and place of the meeting, the names of all who are in attendance, the topics discussed, the decisions reached and actions taken, any reports made, and any other information as may be deemed necessary by the Chair. The CoC Coordinator will keep official copies of the minutes for a minimum of five years or as is standard for federal documentation.

#### IV ARTICLE - GOVERNANCE

A. **Purpose:** The purpose of the Consortium governance structure is to ensure orderly operations of the Consortium. Consortium governance is to allow the three elected positions of the Consortium among the membership and the six (6) represented localities of the Consortium.

<p><b>B. Election of Officers and Filling Positions:</b></p>
<p>1. <b>Terms:</b> Officers shall be elected for terms of two years, beginning with the annual meeting in July, by a majority vote of the Consortium. All officers shall hold office until their successors have been duly elected and qualified. An individual and/or agency may serve up to two consecutive two-year terms in any one position on the Consortium. To ensure continuity, the three elected positions will serve at staggered intervals, and never will all three positions be held by individuals from the same agency/organization. The Consortium shall have the power to appoint such other Officers as may be necessary to conduct business. Elected positions will take office at the July annual meeting.</p>
<p>2. <b>Elections</b> – The Leadership Team will serve as the nominating committee and present recommendations in May of each year for a slate of officers. The membership will vote on the proposed slate of officers at the June Meeting. Nominations may be made from the floor. If the chairperson resigns, the vice chairperson succeeds to the chair. If the vice chairperson or the treasurer resigns, a special election will be held to fill the positions within two meetings of the resignation.</p>
<p><b>C. Filling Positions</b></p>
<p>1. <b>Vacancies on the Consortium:</b> occur by the expiration of the normal term, resignation, death, or removal by the Consortium or by failure to attend required meetings. Vacancies shall be filled by nomination by the Consortium members in the same manner as original appointments. Such appointments shall be for the remainder of the un-expired term and the member shall then be eligible for re- appointment to a full term on the Leadership Team.</p>
<p><b>D. Leadership Team Membership:</b> The Leadership Team shall conduct the business of the Consortium. It shall propose the general policies and guidance of the affairs of the Consortium. It shall be comprised of the following: Consortium Chair; Consortium Co-Chair; Consortium Treasurer; and Continuum of Care Coordinator; Chair and Co-Chair for each standing and Consortium approved committee; a homeless or formerly homeless individual; and four members that are designated as community representatives (i.e. City, State or Ministry representatives of organizations that have no financial ties to the GVPHC). Committee chairs or Co-chairs attend monthly meetings at least 50% at 10 planned meetings each year. All final decisions and votes are made at the Consortium meetings. However, The Leadership Team shall have the authority to act on behalf of the membership in time-critical situations only.</p>
<p><b>E. Quorum:</b></p>
<p>1. <b>Regular Meetings:</b> The presence of 51% of the Leadership Teams’ appointed members at any meeting, including the annual meeting, shall constitute a quorum if the meeting is a regularly scheduled meeting.</p>
<p>2. <b>Special Meetings:</b> are those not on the regular schedule, require 51% of the Leadership Teams’ appointed members attendance for the purpose of voting or handling any official business of the Consortium and must provide a minimum of seven days’ prior notice in writing, fax, mail, or email. Elected officials shall be able to call special meetings to conduct Consortium business.</p>
<p><b>F. Duties of the Leadership Team:</b></p>
<p>1. <b>Duties:</b> The Leadership Team shall:</p>

a. Act on behalf of, and in the best interest of, the Consortium to carry out its mission, goals, and activities;
b. Conduct and guide the business of the Consortium, appointing committees and subcommittees as needed;
c. Propose the general policies and guidance of the affairs of the Consortium;
d. Conduct an annual performance review and approve the designated Continuum of Care Lead Agency as well as the HMIS Lead Agency, with ratification by the Consortium membership; and
e. Keep regular minutes of its proceedings and report such proceedings at the next regularly scheduled meeting of the Consortium.
f. The Leadership Team shall have and exercise the authority of GVPHC between regular meetings and may act in emergency situations while communicating promptly with the full membership about such action. The Leadership Team shall meet as needed and shall report relevant business to the membership at the next meeting. All Leadership Team meetings are open to all voting members of GVPHC. The Leadership Team shall maintain and execute the agenda for each Consortium Meeting. No expenditures can be made over \$300.
2. <b>Meetings:</b> The Leadership Team shall meet monthly. Special meetings of the Leadership Team may be called by the Chair. All officers are required to attend no less than 70% of the Leadership Team meetings as well as no less than 70% of all Consortium membership meetings.
<b>G. Duties of the Chair:</b>
1. Presides at all Consortium meetings;
2. Makes all committee appointments deemed necessary for the operation of the Consortium;
3. Serves as a member ex-officio of all committees;
4. Provides reports to the Consortium as needed;
5. Executes all papers, documents, and instruments ordered to be executed by the Consortium;
6. Performs all other such duties usually pertaining to the office of Chair and as determined by the Consortium;
7. Publicly represents the Consortium;
8. Calls meetings of the Leadership Team; and
9. Appoints an internal annual audit committee.

<b>H. Duties of the Vice Chair:</b>
1. Presides at meetings in the absence of the Chair and serve as otherwise needed in absence of the Chair;
2. Assists the Chair in making committee appointments deemed necessary for the operation of the Consortium;
3. Provides reports to the Consortium as needed; and
4. Performs all other such duties usually pertaining to the office of the Vice Chair as determined by the Consortium.
<b>I. Duties of the Treasurer:</b>
1. Collects membership dues and other fees as needed, maintaining all membership and financial records of the Consortium;
2. Provides financial reports at least monthly to the Leadership Team and quarterly to the Consortium members;
3. To be primary signature on checks as required for conducting business of the Consortium;
4. Reports all committee revenues to the Leadership Team and document them in the financial records; and
5. Prepares and presents material for internal audit.
<b>J. Duties of the Chair (or Co-chair) persons of Standing Committees:</b>
1. Attends all meetings of the Consortium, Leadership Team, and individual committees as required.
2. Coordinates the activities of each Standing Committee and report back to the Leadership Team and Consortium as required; and
3. Performs all other duties as assigned by the Chair or Leadership Team.
<b>K. Duties of the Continuum of Care Coordinator (appointed by The Planning Council):</b>
1. Serves as a non-voting member of the Leadership Team;
2. Records minutes and attendance at monthly Consortium meetings and Leadership Team meetings.
3. Coordinates the development and submission of the Continuum of Care statement for the U.S. Department of Housing and Urban Development (HUD) and for the community;



- 4. Coordinates the annual Point in Time Count and other activities required to complete the CoC Statement;
- 5. Verifies information in the Grant Inventory Worksheet as well as the Housing Inventory Chart;
- 6. Coordinates the work of the Program Monitoring Committee to ensure diverse representation of the homeless service agencies across the Peninsula;
- 7. Works to ensure coordination between the Consortium and Commission on Homelessness;
- 8. Informs members of the Consortium and solicits input on City initiatives impacting the City’s homeless and service agencies.

L. **Resignation and Removal:** Any officer, except the Chair, may resign by tendering a written notice to the Chair. The Chair may resign by tendering written notice to the Consortium. Any officer may be removed by the Consortium whenever, in the judgment of the Leadership Team, the best interest of the organization will be served thereby. A 2/3 majority vote of the Leadership Team shall be required to remove an Officer. All final decisions and votes will be made by Consortium membership.

M. **Conflict of Interest:** A conflict of interest is a breach of an obligation that has the effect or intention of advancing one's own interest in a way detrimental to the organization. Conflicts of interest, and even the appearance of a conflict of interest, must be avoided. Officers are to conduct themselves at all times with the highest ethical standards in a manner which will bear the closest scrutiny. Officers shall report possible conflict of interest at any Leadership Team meeting and receive guidance from the Leadership Team on the issue. The Chair and Vice Chair and all members of the Consortium involved in decision-making may not participate in decisions concerning the awards of grants or provision of financial benefits to such members or the organization that such members represent. Members will recuse themselves from considering projects in which they have an interest.

- 1. GVPHC follows the HUD Conflict of Interest Policy which can be found on the website

**V ARTICLE - LEAD AGENCY**

**A. Lead Agency**

- 1. **Continuum of Care (CoC) Lead** (or Collaborative Applicant) is designated by the GVPHC as the primary point of contact and the entity responsible for managing the advancements of the CoC. The Lead Agency is currently Hampton DSS.
- 2. **Homeless Management Information Systems (HMIS) Lead** is designated by the GVPHC as the responsible entity to manage the HMIS. The Planning Council was selected through an agency application process. The Planning Council selected Service Point software operated by Wellsky as the Consortium’s HMIS program.

**B. Duties of the Continuum of Care Lead Agency**

- 1. The CoC Lead Agency completes and submits all CoC-based applications for funding;

- 2. Implements a collaborative process for the continuum of care;
- 3. Evaluates performance outcomes of programs funded under CoC and ESG applications including, but not limited to, federal and state homeless assistance grants;
- 4. Ensures CoC compliance with the CoC Interim Program Rule and HUD Notices; and
- 5. Coordinates and reports outcomes of the annual Point in Time Count, Housing Inventory Worksheet, and System Performance Measures.

**C. Duties of the Homeless Management Information System (HMIS) Lead Agency:**

- 1. The HMIS Lead Agency directly manages contracts with the system vendor on behalf of the Consortium;
- 2. Secures Agency and User Agreements between the Lead Agency and service providers utilizing HMIS;
- 3. Submits, at least on an annual basis, the Longitudinal Systems Analysis to HUD;
- 4. Produces annual shelter data to be submitted as part of the Point-In-Time Count report;
- 5. Provides all technical support, training, necessary program, and security updates, and coordinates aggregate data reporting for service provider and funding agencies;
- 6. Develops and runs required data reports necessary to obtain and maintain funded homeless service programs, as well as demonstrate characteristics of the homeless population within the CoC geographical area;
- 7. Develops and monitors a Privacy Plan surrounding data limitations and purposes as required by federal and state agencies; and
- 8. Ensures all client level data meets security provision requirements detailed in the 2010 HMIS Data and Technical Standards Final Notice, to include: transmission encryption, limited access to workstations, off-site backup and recovery, proper disposal of storage devices and system monitoring procedures.
- 9. Facilitates the HMIS User Group:
  - a. A group of licensed HMIS users. A platform for continued education and training related to the use of the Homeless Management Information System (HMIS) to include data entry and other software features. Ensures that HMIS users share a common understanding of the Hampton Roads Policies and Procedures, and the HUD HMIS Data Standards to include all federal partner programs. Provides oversight and guidance on the implementation of the Data Quality Plan. Reviews data quality reports on a quarterly basis and focuses efforts on continuously improving data quality.

*(For further detail, see the GVPHC HMIS Policies and Procedures Manual).*

## VI ARTICLE - COMMITTEES

A. **Standing Committees:** The Leadership Team may establish and specify the duties of standing and ad hoc committees as the need arises. All standing and ad hoc committees shall consist of sufficient numbers to provide broad representation of the Consortium as appropriate. Chairpersons of each committee shall be recommended from the committee membership for a term of two years. Notification of committee chairs should occur at annual meetings along with other elected positions.

1. **Leadership Team Committee:** Membership and Duties defined in Article IV, D & E.

2. **Service Coordination and Assessment Network (SCAAN):** Leverages community resources to assist homeless families/individuals. Provides case coordination linking families/individuals to a variety of benefits, housing and support services, and address barriers to self-sufficiency. *(For further detail, see the GVPHC CES Guidelines)*

3. **Program Monitoring Committee:** Provides year-round monitoring of HUD-funded homeless projects through APR and Standards of Care reviews, establishes project review and selection, informs providers of submission requirements, coordinates completion and timely submission of the CoC Statement to HUD, and ensures all projects adhere to HUD policies and procedures. *(For further detail, see the Standards of Care)*

4. **Housing and Services Resources Committee:** Builds relationships with property managers and private landlords of existing housing to create and maintain a housing inventory. Oversees system-wide coordination among service providers, maintains inventory of specific services, reviews, and updates discharge planning policies, and establishes more seamless access to mainstream programs to improve the quality, efficiency, and effectiveness of homeless services. Updates street card, meal listing and USDA food site listing. Identifies needs and gaps in services for veterans, elderly, youth, health, ex-offenders and education agencies.

5. **Ranking Committee (Ad Hoc):** Members are nominated by the Consortium and will be representatives that do not receive federal or state funding for homeless service programs within the Consortium. Committee members may also be non-members of the Consortium. Considers the community impact of projects seeking funding from federal and state agencies after reviewing the Standards of Care report, project applications, HUD Annual Progress Reports (APR) and other written information pertaining to each applicant. Assesses each project's impact on the community's continuum of care in relationship to the other projects seeking funding. Makes funding recommendations to the Consortium members for ratification. *(For further detail, see the Ranking Committee Guidelines)*

6. **Ad Hoc Committees** (e.g. *Ranking Committee*): Ad hoc committees will be created as the Consortium may deem necessary, the membership and duties of which shall be as determined by the Leadership Team. A special committee shall limit its activities to the accomplishment of the task for which it is appointed and shall have no power to act except such as is specifically conferred by the Consortium. Upon completion of the task for which appointed, a special committee shall stand discharged.

7. **Committee Activities:** Business conducted within established committees will follow the same rules established herein for the overall Consortium activities.

8. **Limitations on Committee Authority:** The Consortium or the Leadership Team must approve all recommendations of the Standing and Ad Hoc Committees before action may be taken. No commitments on behalf of the Consortium may be made by any committee chair or members of any

committees without the approval of the Consortium or the Leadership Team. Actions taken by committees must be announced, discussed, and voted on by either the Leadership Team or the whole Consortium, whichever is deemed appropriate.

## VII ARTICLE - GENERAL PROVISIONS

A. **Fiscal Year:** The fiscal year of the Consortium and all committees shall be from July 1 through June 30.

B. **Parliamentary Authority:** The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedures not specifically covered by these By-Laws.

C. **Dissolution of the Consortium:** In the event the Consortium is dissolved, and the Consortium owns any assets in excess of those needed to discharge fully its obligations; such assets shall be distributed exclusively to other non-profit human service organizations devoted to the health, welfare and well- being of citizens on the Greater Virginia Peninsula by majority vote of the Consortium.

## VIII ARTICLE - ADOPTION AND AMENDMENT OF BYLAWS

A. These Bylaws may be amended at a regular or special meeting of the Consortium by a two-thirds (2/3) affirmative vote of the members present and voting. Amendments must be in written form and distributed to the members of the Consortium at least two (2) weeks prior to presentation and vote. The forgoing Bylaws were adopted by action of the Consortium on October 21, 1998, revised January 21, 2014, October 17, 2017, and September 15, 2020.