TUCSON PIMA COLLABORATION TO END HOMELESSNESS
GENERAL COUNCIL MEETING MINUTES
DRAFT 5/11/2023

MINUTES OF MEETING

Roll Call and Consent Agenda

Jocelyn Muzzin opened meeting and conducted roll call for voting members. Quorum was obtained with 19 of 30 voting members present.

Motion: To approve the current agenda and previous minutes from February 9, 2023, General Council. Made by Shannon Fowler of University of Arizona Southwest Institute for Research on Women (UA SIROW), seconded by Brandi Champion of the City of Tucson.

Cindy McClain of the Continuum of Care Lead motioned to add one agenda item covering the Lost Our Home Pet Rescue and Arizona Pet Project. Motion seconded by Jocelyn Muzzin.

Motion passes with 19 in favor, 0 opposed, and 0 abstentions.

Community Celebrations

On March 27, 2023 the Continuum of Care was awarded $11.976 million. All existing projects were renewed with the addition of newly funded budget projects, in addition to $7.8 million dollars to address unsheltered homelessness. Thus, the Tucson Pima Collaboration to End Homelessness has doubled the amount of funding coming into our community.

The Garcia Family Foundation has additionally awarded $200,000 in diversion funds, and the application is now live on the tpch.net website, where eligible and ineligible costs are listed. If there are any questions about the process or why might be eligible should be sent to tpch@tucsonaz.gov. These funds must be requested by a TPCH member agency and cannot be requested by the people seeking assistance themselves. Funding covers applications benefitting those living in Pima County.

Laurie Bernard shared that the New Spirit Lutheran Church will continue to conduct its homeless outreach the second Saturday of each month and will soon host the shower truck from the City of Tucson once the truck is returned to the Housing First program. The church is located at Spanish Trail and Camino Seco and has bags for people experiencing homelessness that can be carried in folks' cars to hand out when encountering unsheltered people in town.

Maryann Beerling of Compass Affordable Housing shared that the Sister Jose Women's Center is adding fifteen more beds to their shelter. Additionally, she shared that Compass Affordable Housing is hiring for housing assistants and for a Chief Financial Officer (CFO).

Lost Our Home Pet Rescue and Arizona Pet Project

Leanna Taylor and Kathy Mock of the Arizona Pet Project and Jodi Polanski from the Lost Our Home Pet Rescue joined the council to discuss resources available for people experiencing homelessness who have pets. The Pet Project has recently received a million dollar grant to expand services statewide. Currently, they are only active in the Phoenix Continuum of Care, Maricopa Association of Governments. Services provided include transitional housing for pets,

navigation of shelter or landlord pet requirements, spay and neuter, vaccines, temporary boarding, and assistance in the unification of pets and their owners in housing insecurity. Attendees asked about support for emotional support animals, and the speakers clarified between service dogs (who perform a function and have to go through training), therapy dogs (who go into hospitals) and emotional support animals (those who need certification). The Arizona Pet Project and Lost Our Home are not a service currently providers in these areas and noted that Emotional Support Animal (ESA) certifications can be written by primary care providers or accessed through other means.

Lost Our Home is a shelter in Tempe where pets are cared for up to 120 days when they're in shelter, the hospital, staying with a family member or staying with a friend. In addition to pet care long term, a day care pet center is also in the works to ensure that folks experiencing homelessness can drop their pet off while they go to work or navigate unsheltered homelessness during the daytime. This project also specializes in adoption and rescue services. The projects do not have their own veterinary clinic and partner with existing resources in the community. Since they are just now starting in Pima County, they are in the process of building out those partnerships and are requesting anyone in the area to send over contacts they may have. Referrals for this program can be sent to the social worker that is currently based in Phoenix, and can support pet deposits, temporary boarding, and other transactional resources that can be done remotely.

Both projects are looking into opening a pet food bank in the area. The intention is to partner with Cody's Friends in Tucson, an organization that currently provides pet food. Individuals are prioritized by partnering with social services agencies first, and then later when a robust network is built, by opening to the public. When there is a need to refer, that should come straight through the case management to the social worker line. Those who want more information on the services and who want to connect participants to them can use the flyers (attached).

Boxes of Hope Presentation

Beau Phillips of the Boxes of Hope foundation is a group that uses stacked shipping containers were formerly placed at the Southern Border to convert into affordable housing. Beau P. shared experts based in Tucson plan to acquire 1-2 acre lots to and put ten container homes in each lot to provide a respectable space for people to live by renting at affordable rates. Beau P. also shared that the intention is to reach out to local artists to beautify the properties. The manufacturers working with the organization have done manufacturing in Denver, Colorado and Lancaster, California and thus have experience in the building of them. The lots have already been sources from around Tucson and can start quickly. The cost of furnishing each home is around $50,000. Lisa Floran asked if Beau P. and his team were already collaborating with other tiny home organizations in the area. Beau P. answered that there were some conversations but no collaboration in the works. Another attendee asked about how the organization intends to overcome the zoning barriers that often prevent lots from allowing shipping container housing. Beau P. responded that by buying the lots outright, zoning barriers are removed, if there is a respectable method for neighborhood buy in and they are up to housing quality standards and beautified to match neighborhood characteristics.

The units have all furnishings and utilities tied into the rent, which would be best for people who are of very limited income and who can only afford to pay about $250 a month. Thus, unlike the Habitat for Humanity model, the intention is not to have folks eventually own the unit but rent it. Beau P. encouraged anyone with more questions or feedback to reach out to Beau.phillips@gmail.com.

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TPCH Updates

CoC Staff person Cindy McClain reported out that the Lived Experience Council workgroup has met and the policies and procedures are moving through the committee and board approval process.

The Frequent User Systems Engagement (FUSE) Initiative recently got approval from the HMIS Committee and the TPCH Continuum of Care Board to have the HMIS Lead share data with UA SIROW Lead is in process of compiling that data to send to SIROW. In positive talks with TPD and Pima County Jail to share their info as well.

The Annual Action Plan has been delivered from the TPCH CoC Board to the committee officers, who are now implementing those strategic plan directives into their annual plans for committee work.

The City of Tucson continues to have Emergency Blankets available, but rather than having drive-up options for pick up every Monday, email tpch@tucsonaz.gov to make an appointment.

Financial Overview

Cindy McClain, CoC Lead, provided the following CoC planning grant and General Fund balances:

Planning Grant (10/1/22-9/30/23)

- Award Amount: $319,066
- Spent To Date: $187,225.88
- Remaining: $131,840.12
- Percent Expended: 59%

TPCH General Fund

- Previous Balance: $37,865.37
- Revenue: $150.00
- Expenses: $1,500.00
- Current Balance: $36,515

2023 Election Process

Cindy McClain shared the overview of the election process and instructed attendees to review the materials printed in their General Council booklets. She explained the committee standing characteristics as an effort to ensure diversity on each committee in lived experience of homelessness, race and ethnicity, gender identify and sexual orientation, and in experience from various levels of expertise across the homeless services sector. The process includes the initial ballot which closes May 19th and concludes when the CoC Board meets to appoint remaining folks to committee to ensure each committee fills appropriate gaps in lived experience, demographics, and expertise. Following the election and appointment of committee and board members, trainings will occur to onboard new members to TPCH governing bodies.

Updates to the TPCH Governance Charter

Cindy M. shared that there are very few openings on the committee and boards. Because of this functional process that will make next year's slate much emptier due to the regularly occurring term of two years. Shannon Fowler asked if this would present a new problem where all board

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members renewed at once, causing the same problem. The group asked to amend the motion to only include between five and eight members and the motion was amended as follows:

Motion: Between five and eight currently seated board members have the option to add an additional 1 year to their current term, as a one-time solution in 2023 to ensure off-set election cycles in future years**.** Made by Cindy McClain, seconded by Shannon Fowler.

Motion passes with 19 in favor, 0 opposed, and 0 abstentions.

Members from Primavera Foundation, Catholic Community Services, and Esperanza En Escalante arrived to the meeting, bringing quorum from 19 to 22.

Cindy McClain shared that the second motion before the council was primarily around clarifying language for the following sections:

- Section 6.03 clarifies that board members can serve two consecutive terms, but must not serve on the board for a period of one year following two consecutive terms;
- Section 6.11 changes the number from at least 3 to 3 or more absences to trigger a committee or board vote for member retention;
- Section 7.09 changes the process for filling midterm board and committee vacancies, which in its current iteration takes two months to complete and has no weigh in at all from committee. The new process (attached) involves the committee being applied to in the decision to fill committee gaps based on the TPCH Operating policy. Cindy McClain clarified that the TPCH operating policy dictates the needs of the committee based on diversity and skillset, so that when someone is under consideration to fill a vacancy, their perspectives, demographics, and skillsets can be measured against committee needs.

Motion: Approve the attached updates (Sections 6.03, 6.11, and 7.09) to the TPCH Governance Charter. Made by Jocelyn Muzzin of the Southern Arizona Veterans Administration Health Care System (SAVACHS), seconded by Maryann Beerling of Compass Affordable Housing.

Motion passes with 22 in favor, 0 opposed, and 0 abstentions.

Committee and Coalition Updates

System Performance Evaluation Committee
Committee chairperson Ana Lucero shared that Thelma Magallanes was voted Vice Chair in February. Keith Bentele, Louisa Osborn, and Colleen McDonald have joined the committee in the last quarter. The System Performance Evaluation *(*SPE) committee has brought to the Board several motions. One motion included an amendment the TPCH Written Standards to require ESG-funded emergency shelter and CoC-funded Safe Haven programs to report real-time entries and exits within 1 hour of occurrence and to participate in Community Point public bed availability reporting through HMIS. The intention of this is to ensure that anyone in the community can see shelter availability in real time. With much feedback from shelter providers, discussions will be held to determine the barriers to implementing this and how the community can network with other communities who have implemented this to see what changes will make implementation possible. Another motion updated the Written Standards from calculating rent from a prescribed schedule based on tenant income to a flexible schedule based on contract rent. Finally, the board implemented recommendations from the CoC Lead and HMIS Lead Monitoring Reports.

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Emergency Solutions Grant (ESG) Quarter 1 monitoring results were shared with the Board on April 25, 2023. No system wide concerns in the following areas:

- Entries filled through Coordinated Entry (CE) Rapid Rehousing (RRH),
- Bed utilization rates in Emergency Shelter (ES),
  Percentage of persons exiting to known destinations in Emergency Shelter and Homeless prevention (ES, HP),
  Persons exiting to permanent housing destinations or positive housing destinations (HP, RRH).
- And HMIS data quality - data completeness percentage in emergency shelter, street outreach, rapid rehousing and homeless prevention (ES, SO, RRH & HP).

The SPE Committee noted system wide concerns in the following areas:

- Persons exiting to permanent housing destinations or positive housing destinations (SO, ES),
- Bed utilization rates (RRH), and
- Percentage of adults who exit with income (RRH).

The Committee reviewed a draft of the Performance Equity Tracker (PET) created by the HMIS Lead agency and offered recommendations. The committee also reviewed Stella data provided by the Department of Housing and Urban Development (HUD) that summarizes our continuum's performance on several metrics that include race and ethnicity. Keith Bentele will be reviewing the PET and Stella for areas of overlap to inform the PET moving forward. In addition, the committee will be working with the Youth Action Committee (YAC) to look at another tracker developed to report on equity outcomes of the Youth Homelessness Demonstration Project (YHDP). The intention of this is to demonstrate equity outcomes across all programs in the continuum, with a possibility of combining them for reporting purposes. The SPE Committee revisited conversation on voucher transfers from Permanent Supporting Housing (PSH). Keith Bentele will offer recommendations during May's meeting.

In the coming quarter, the SPE Committee will continue Quarterly ESG Monitoring and report outs, report out on the Performance Equity Tracker and Stella data, continue gathering data sources on transfers from PSH and develop a report out plan.

Youth Action Committee
In absence of a chairperson present to report out, Cindy McClain shared that the committee is working with the Diversity, Equity, and Inclusion committee to draft and approve the TPCH Lived Experience Council Policies and Procedures. In addition, the Youth Action Committee learned from the CoC about the TPCH Performance Standards data and additional data included in the collective impact report, beyond the Performance Standards that all CoC projects report on, in order to have a foundational understanding of the data the YAC would be reviewing in the YHDP Collective Impact Outcomes. The committee will continue to learn about the data contained in the previously approved YHDP Collective Impact measures and will be collaborating with the DEI and SPE Committees, as well as additional workgroup members and YHDP grantees, to build out a continuous quality improvement process to pilot in the continuum.

Built for Zero Coalition
Coalition Chairperson Jocelyn Muzzin shared that the Built for Zero coalition has been working on reviewing Inflow data for both Veterans and Chronic population, combining the Housing Navigation and Outreach Coalition meetings which started in April, and increasing the participation in Case Conferencing. The group will explore other funding opportunities to develop the coordinated/centralized property owner engagement and housing navigation

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system and will continue to review inflow data and identify change ideas to improve inflow of participants from housing programs. Additionally, the coalition has goals to increase participation and engagement in the coalition and review annual plan, which will be updated in May. The coalition recommends that the CoC Board continue to support seeking funding to move towards a more centralized property owner engagement and housing navigation system. This represents a wider culture shift from individual agencies building and maintaining their own landlord contacts to sharing at a more systemwide level, which is better for the community in the end because it makes for a more strategic and comprehensive strategy for landlord identification, engagement, and retention.

Continuum of Care Program Grant Committee
The CoC Program Grant Committee has held three meetings in the past four months, as well as meeting once as an informal workgroup and conducting one e-vote and work session fully online to finalize their monitoring survey. Other activities of note from the past four months include the election in April of a Chair and Vice Chair. The new Committee Chairperson is Lisa Floran and the Vice Chairperson is Diego Coronado. Both committee officers are also Continuum of Care Board members and bring a wide perspective to their work on the committee. To bring new committee members up to speed, the committee participated in an overview training from CoC Lead staff about project performance measures and standards in February. Subsequent discussions touched on how to implement meaningful engagement with projects that are not meeting performance standards. While the policy for how to address underperformance is clear when it's at the project level, the committee found that underperformance was system wide, and thus took an approach like the System Performance Evaluation Committee by looking at performance trends across the entire continuum to determine next steps. To inform focus areas for system-wide responses, the committee designed and circulated an anonymous survey for partner agencies. Approximately three quarters of agencies receiving the survey responded. Agencies identified increasing income at annual assessment and prompt access to housing as their most challenging performance measures over the past year. Measurement areas where agencies felt strongest included referrals filled through Coordinated Entry and exits to positive housing destinations. Respondents were most interested in technical assistance via group best practice discussions and professional development trainings.

In addition to the committee's standing responsibilities of monitoring and supporting performance improvement, they plan to focus on systemwide performance. To solidify a more holistic understanding of system-wide issues facing the continuum, the committee will be finalizing data analysis both at the project level and at the system-wide level and from the monitoring survey results. The committee plans to develop an approach that will convene providers to discuss challenges and highlight the strengths of each project to understand how successes can be meaningfully scaled. This discussion is in its final stages and will be prepared and presented to the Continuum of Care Board later this month. Once approved and updated to incorporate any feedback from the Board, the committee will be working to implement the Performance Improvement Plan for multiple projects with an eye toward system-level capacity building, group discussions of best practices, and specific technical assistance identified by projects as high problem areas. The plan will include specifics for what the training schedule and topics will look like based on community need. The committee is also set to consider a proposal from the TPCH Youth Action Committee on building out a continuous quality improvement (CQI) process for youth projects, which ultimately could become expanded to the entire continuum. A formal CQI process implemented by the committee would enable the committee to foster proactive discussion with projects before they are compelled to initiate performance improvement plans, thus improving our ability to understand project needs and address concerns before they arise and are escalated to punitive levels. This committee's

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standing responsibility is solely on monitoring and performance improvement, and thus no formal workplan exists. Soon, a Performance Improvement Plan will be brought to the board.

Attendee Maryann Beerling also asked if there was something in TPCH policymaking that could be contributing to the trends that participants are not able to increase their income. In other words, the board has mandated performance standards that are unfeasible. Lisa Floran responded that a collective skill sharing of best practices and successes where they do exist will shed light on those collective performance expectations and a roadmap for how the community can get there.

Community Outreach and Housing Navigator Coalition
Brandi Champion of the Housing First division shared that recently, the coalition has joined forces with the Housing Navigator Coalition to become the Community Outreach and Housing Navigator Coalition. The coalition has held regular monthly meetings every second Tuesday of the month, with community agencies that provide outreach and navigation and the two groups have been combined into one coalition meeting to share resources. There has been continuing collaboration between multiple agencies to relocate encampment residents into shelter as well as coordinated outreach efforts with Homeless Protocol, shared resources, and special coordination with the Tucson Police Department Homeless Outreach Team (TPDHOT), the Tucson Collaborative Community Care (TC3), ES (Environmental Services) and Community Safety Health and Wellness (CSHW) teams. To date the City of Tucson mobile shower program has served 94 persons and will reconvene as soon as the City of Tucson Shower Trailer is delivered. Attendees asked about what goes into the mobile shower. Brandi C. shared that they are in the works of hiring two drivers (one female and one male) to staff both sides of the six-unit trailer to use a trauma informed approach. In addition to the showers themselves, case managers and outreach staff are on hand to conduct housing assessments, refer to shelters, and provide material needs for hygiene and showering.

The coalition will continue to collaborate with all agencies Housing First and Community Safety Health and Wellness Teams and will continue to use the coalition space to coordinate outreach to homeless encampments and collaborate with homeless protocol to determine priority of encampments, assign Tier levels i.e.: Tier 1, 2 or 3. Robert Wild of the City of Tucson shared that weekly, outreach meets at Reid Park at 6:30 am and then determine which areas of the city to disperse to. Different agencies in different capacities collaborate and make a widespread and effective outreach strategy.

Funding has been secured for the implementation of the Multi-Disciplinary Outreach Team which includes City of Tucson, Community Bridges Inc., Old Pueblo Community Services, Our Family Services, and El Rio. Planning is underway to deliver this service in the community. The City of Tucson will continue working with OPCS to bring medical and behavioral health services by El Rio into the outreach model. The City of Tucson plans to expand the mobile shower program to include outreach workers from other agencies to complete housing assessments and offer services at various set up sites once the City of Tucson (CoT) Shower Trailer is delivered. In addition to this wide variety of outreach services, the CoT HEART Team will be working with folks with wraparound services in vouchers to ensure they can retain their housing once they are housed.

One attendee asked if the Coalition will be doing any work with the new influx of immigrants that are set to arrive in Tucson with the expiration of Title 42. Brandi C. answered that she is awaiting direction from the mayor and will provide information as it becomes available.

Coordinated Entry Committee

Committee Vice-Chairperson Valerie Grothe reported that the Coordinated Entry Committee began the annual review of the Coordinated Entry Policies and Procedures. This review has covered recommendations originating from various groups, including workgroups formed to implement recommendations from the consultant C4 Innovations, other TPCH committees, and the Coordinated Entry Visioning and TPCH Board Retreats. Additional questions were added to the youth project entries to confirm document readiness. This should help with identifying matches in youth case conferencing. The committee began having conversations regarding Shelter Point and implementation within the Coordinated Entry system. Currently agencies are being trained and figuring out workflow to obtain accurate and timely information. The TPCH board gave a directive to the CE Committee to identify a prioritized group for immediate shelter/housing to be used prior to the new assessment tool being implemented. Conversations began at the April meeting.

The committee will complete the board directive to identify a prioritized group for immediate shelter/housing. The new assessment tool will be created and piloted. The CE Policies and Procedures will be fully reviewed, and recommended changes brought to the board. The committee will review recommended changes from the Board related to TPCH governance and the Coordinated Entry Equity Initiative and reviewing case conferencing policies for needed updates before adding to policies and procedures. The committee is working to start building a new assessment tool in the coming months. The Supportive Services Only – Coordinated Entry (SSO-CE) team is charged with reviewing county-wide coordinated entry effectiveness, but there are no recent updates about this work. The committee does not currently have the infrastructure to begin looking at interim housing options – including bed holds. While completing the board directive, the committee recognized the importance of creating dynamic prioritization for each population, such as what currently exists for youth. This should be considered when the new assessment tool is completed.

Diversity, Equity, and Inclusion Committee
Committee Chairperson Cat Polston reported out for the committee and shared that they are still working on the annual action plan. Those items were prioritized previously by the DEI Committee are also underway with significant progress. The first strategic priority was to promote racial humility, anti-racist approaches, and community-centered service models through training, technical assistance, and program evaluation. The Committee is currently working to incorporate a series of equity trainings at TPCH General Council, which will progressively build a foundation of knowledge around equity and will eventually lead into data review. This work is primarily happening with the consulting support of the City of Tucson Office of Equity.

The second strategic priority is to disaggregate program and system reporting to illuminate and strategically address disparities based on race, ethnicity, gender, sexual orientation, disability, citizenship, and other factors. The Diversity, Equity, and Inclusion Committee will be in This data review will be in collaboration with the YAC and SPE Committees, who are just starting their own analysis of the data and which DEI stakeholders will be a part of. Coming goals for the committee include:

- Conducting targeted member outreach and increase participation within the Continuum of Care. This conversation is beginning as the board has prioritized more targeted outreach to the community
- Coordinating opportunities for direct advocacy planned and conducted by persons with lived experience of homelessness and housing instability. This goal is intertwined with the above goal. As the committee dives into meaningful outreach, the ability to leverage

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existing community connections and engage the Lived Experience Council will allow for networking opportunities
- Meaningful Qualitative Data Collection and use DEI to recommend where further qualitive data is needed

The DEI committee has asked for a role in the annual Coordinated Entry evaluation, where most of that qualitative data from people with lived experience takes place. In addition, as various committees pilot new data trackers, and as continuous quality improvement becomes a feature of our system. We had two new members join the committee, however, one of those individuals was unable to serve so we currently have one (1) vacancy. The committee will continue to get regular committee updates for cross-committee projects, build out the Lived Experience Council is in motion and will go to the board in two weeks. The committee will also continue to focus on Continuous Quality Improvement Collaboration with the YAC and SPE Committees. The committee has shifted their agendas to have other committees attend DEI meetings to report out on current projects, so all continuum projects can be infused with an equity lens.

Homeless Management Information System (HMIS) Committee

Chairperson Anna Billings shared that the HMIS Committee has done some substantial projects the past few months. One of those includes the implementation of a data workgroup, creation of an HMIS User Friendly Guide to address struggles users are having as identified by the User Satisfaction Survey, and the regular standing facilitation of month HMIS Agency Administration Meetings to address any technical assistance needs or cover new changes to the system. These meetings are held monthly on the last Monday of the month at Sullivan Jackson Employment Center. Those who wish to attend should email Anna Billings at abillings@helptucson.org. The next meeting will happen on Monday, May 29, 2023. An attendee mentioned that this was Memorial Day, so Anna B. Committed to changing the date and editing the calendar event. Small trainings (knowledge bites) are meant to address issues users identify. For the FUSE initiative mentioned earlier in the meeting, the HMIS committee approved the joining of SIROW and TPD to the FUSE initiative and provided data from 5/1/2021 to 4/30/2023 to SIROW on June 1, 2023. In the HMIS system itself, the committee added 'SMI Determination' field to the Outreach Project Form, completed HMIS Lead Monitoring and approved the Point-in-Time (PIT) Tool used during the annual street count.

In the next four months, the committee plans to complete the HMIS User Friendly Guide and review Policies and Procedures for updates if necessary. The committee has also completed 5 forums (HMIS focus groups with providers from different components) and analyzed and disseminated data from consumer satisfaction survey.

With a transition in committee leadership, due to the chair moving to an exciting new role, the Vice Chair was ratified as Chair, and one of the first goals will be to review the current workplan to ensure it makes sense to new committee leadership. However, in recently meetings, the committee has discussed prioritizing the following:
- Providing transparent and timely reporting of homeless response data to the community,
- Use that data to inform decision-making and system evaluation and planning
- Reviewing and providing guidance to the CoC board on the HMIS Policies and Procedures, HMIS software selection, and planning recommendations.

The board has asked the HMIS Committee to prioritize the following:
- Hold regular HMIS Agency Admin meetings to maintain consistency between assessors,
- Add new tool housing assessment tool to the HMIS,
- Identify useful data that can be shared between / across systems,

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- Share data from HMIS to UA-SIROW,
- Share data from the Tucson Police Department (TPD) to UA-SIROW, and
- Share data from Pima County Jail to UA-SIROW.

Homeless Youth Coalition
Interim Coalition Chairperson Shannon Fowler has shared that in the past four months the coalition has heard about resources available to youth who have been in foster care. This happened in the form of a three-part Foster Care Training Series, including an overview of the Family Unification Program vouchers available via the Public Housing Authority. The coalition also heard from VITA (Volunteer Income Tax Assistance) in preparation for tax season and discussed resources available and needs that anyone is facing. The coalition will be continuing efforts in presentations and discussions about resources available in our community for unhoused youth. The coalition is still looking for a chair and vice chair for the coalition, and requests that youth serving providers attend the coalition and consider presenting on their services. In May, the coalition did an activity to better understand the metrics listed in the Collective Impact Outcomes for the Youth Homelessness Demonstration Project. Currently, Shannon Fowler and Emerson Kuhn are in discussion to plan an event for LGBTQIA+ identified folks in the community, in celebration of Pride Month and to share what resources are available.

New Business and Announcements

Shannon Fowler from UA-SIROW also shared that SIROW is working with Emerge to improve the experiences of those who are LGTBQIA+ identified and who are Domestic Violence survivors. There is a survey with incentives to increase participation in the survey. Respondents don't have to have received services from Emerge! and can have received or have tried to receive services. Additionally, respondents don't need to be LGBTQiA+ identified. Fliers are attached for those who want to learn more.

May 11, 2023 GENERAL COUNCIL ATTENDANCE

Quorum established with 22 of 40 voting members present. Members marked with an asterisk had voting privileges at this General Council meeting. Attendance is attached.

# Attendees	What organization are you representing today?	Name, Job Title
1	City of Tucson*	Robert Wild Community Safety Navigator
2	Community Bridges, Inc.*	Senior Director Of Housing
3	Savahcs*	Jocelyn Muzzin
4	The Salvation Army*	Yoli Hasler, Program Manager
5	City of Tucson*	Cat Polston, Project Coordinator
6	Pima County*	Elizabeth Livingston, Program coordinator
7	Community Member	John Roldán
8	MHC*	Doreen Peters Housing Liaison
9	SAAF*	Emerson Kuhn, Associate Director

10	Pima Council on Aging*	Rae Vermeal, Rights and Benefits Coordinator
11	Lost our home pet Rescue	Jodi Polanski executive director
12	Myself work for. 501c3 out of sate	Desirae Willis
13	The Arizona Pet Project	CEO
15	SAAF*	Chandy Leverance Associate director of housing
14	UA SIROW*	Shannon Fowler, project coordinator
16	Our Family Services*	Colleen McDonald Chief Program Officer
17	Banner University Health Plans*	Kayla McGhee, Housing Liaison
18	City of Tucson	Project Supervisor Housing First, Kimberly Noble
19	CBI*	Bernadette Unterbink, Senior manager
20	Arizona Serve of Prescott College*	Allison Doty, AmeriCorps Program Coordinator
21	Community Food Bank*	Zoe Malin (formerly Cookenboo) , Community Programs Supervisor @ Caridad Community Kitchen
22	TPCH	Simikka Milligan, lived experience advocate
23	La Frontera*	Valerie Grothe, Clinical Supervisor
24	City of Tucson*	Brandi Champion Director Housing First
25	La Frontera*	Guadalupe Recovery Aide
26	OPCS*	Elizabeth Cravens Case Manager
27	General member	Shirley Maddox
28	OPCS*	Pia Lozano, BHT
29	La Frontera *	Stephanie Mazza recovery aide
30	La Frontera RAPP*	Nadia Keiser, Recovery Coach
31	HOM, Inc. *	Di Nonaka, Director
32	St. Francis Shelter Community	Shawn Milligan Director of Operations
33	Emerge Center Against Domestic Abuse *	Lori Aldecoa, Director of Operational Resources
34	Pima County Justice Services	Policy & Administrative Specialist
35	Compass Affordable Housing*	Maryann Beerling, CEO
36	Youth On Their Own*	Ana Lucero, Associate Director Data and Systems
37	Compass Affordable Housing *	Angelica Mendivil Director of Program
38	AZ Pet Project	Kathy Mock Manager of Strategic Partnership
39	Esperanza En Escalante*	Suzanne Bond, CEO
40	Primavera*	Danell Jessup, Director HIP
41	United Way	Lisa Floran, Sr Director Financial Wellness

42	YWCA	Case Manager
43	City of Tucson *	Laurie Distel, Housing Navigator
44	Ccs*	Housing counselor, Marcos Crespo
45	Tucson Preparatory School	Case Manager
46	Administration of Resources and Choices	Director Of Elder Services

Meeting adjourned at 2:30 pm.

Minutes prepared by Cindy McClain

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The Arizona Pet Project

Supporting Families Saving Pets

THE ARIZONA PET PROJECT NONPROFIT ORGANIZATION

The Arizona Pet Project keeps pets with the people who love and need them most by connecting our vulnerable community members and families in crisis with services and resources to prevent the unnecessary surrender of their beloved companions.

BRINGING EQUITY & ACCESSIBILITY TO PET CARE ACROSS THE VALLEY

- TEMPORARY BOARDING
- EMERGENCY VETERINARY CARE
- SPAY/NEUTER & VACCINE CLINICS
- BILINGUAL PET RESOURCE CENTER
- PET FOOD & SUPPLIES
- PET DEPOSITS & HOUSING HELP

If you are low-income, a veteran, or experiencing homelessness, you may qualify for assistance.

Contact Us

(602) 882-8627

info@azpetproject.org

www.azpetproject.org

Scan to Request Assistance

Our revolutionary programs have impacted over 150,000 pets and families across Arizona. With your help, together we can help even MORE!

Boxes of Hope

Beau Phillips
203-256-9347
Beau.Phillips@gmail.com

Opportunity

Transform used shipping containers into affordable, sustainable housing

Last Week

Governor Hobbs announced the Arizona Housing Trust Fund to support innovative, sustainable, affordable housing.

“This forward-looking vision highlights the creative partnerships we need to solve Arizona’s affordable housing shortage.”

Governor Katie Hobbs

Status

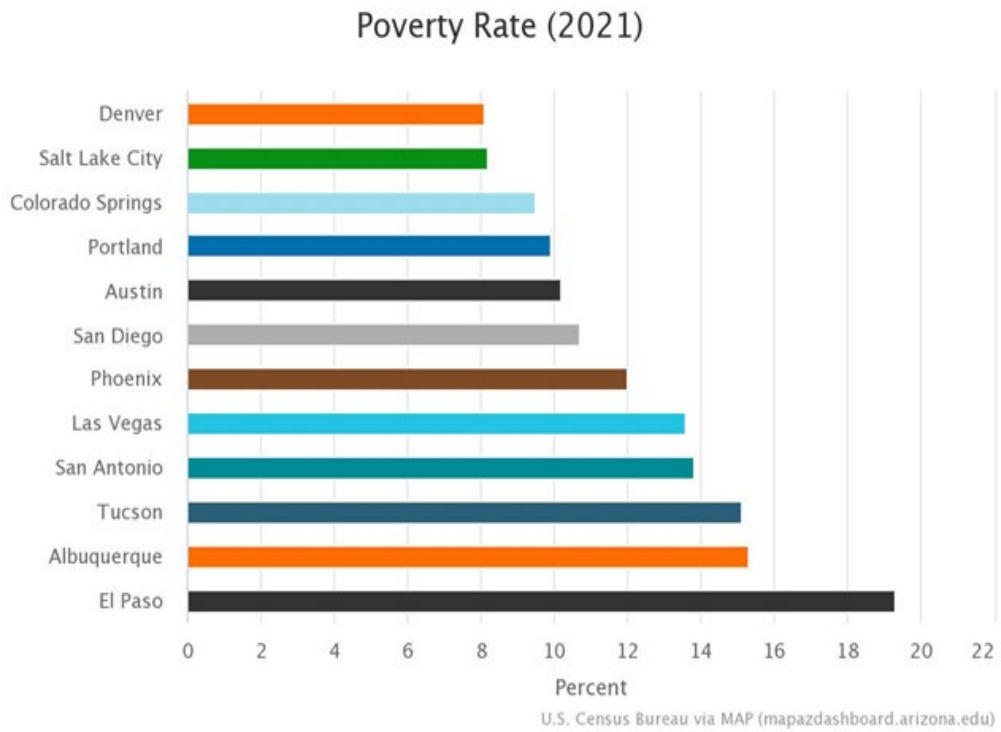
In Tucson, 1-in-5 people live in poverty (earning < $12,000) Source: Census.gov

For every homeless person in Tucson, 20 live in poverty

One-bedroom rentals average $1,000 /mo

Desperate need for affordable housing

Long waitlist for vouchers



Plan

Strategic partnership with Tucson/Pima

Build container community (location tbd)

Request funding to convert ## containers into low-income housing

Build sustainable homes with solar, water collection, incinerator toilets

Residents will pay $250/month and contribute sweat equity

Myth:
Containers Look Ugly & Industrial

What We Know

Arizona owns 4,000 shipping containers

Containers cost $8 per mile to move. Better to use them here!

Containers are faster and cheaper to construct and install

Tucson is a city of artists. We'll get them involved in the beautification.

Benefits

Boxes of Hope is a win-win-win:

- Provides affordable housing for working-class families
- Support local businesses that need workers
- Builds goodwill, turn lemons into lemonade
- Brands Tucson/Pima as leaders, innovators
- Scalable model can be replicated
- Supports the Governor’s initiative

Successful Builder

Meet Ryan Egan, Stackhouse Homes

- Developed a prototype at University of Arizona Center for Innovation
- Now launching ground-breaking container communities
- Stackhouse homes conform to national HUD standards

Next Steps

Form strategic partnerships with Tucson & Pima County

Request containers be gifted by the state

Understand review-approval processes

Suggestions? Advice?

Tucson Pima Collaboration
To End Homelessness

TUCSON PIMA COLLABORATION
TO END HOMELESSNESS

GOVERNANCE CHARTER

REVISED FEBRUARY 2023

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GOVERNANCE CHARTER REVIEW AND REVISION HISTORY

Adopted June 12, 2014
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Revised May 12, 2016
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Revised May 10, 2018
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Revised March 12, 2019
Revised May 9, 2019
Revised June 25, 2020
Revised February 9, 2023

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ARTICLE I. NAME AND PURPOSE

Section 1.01 Name

The name of the organization shall be **Tucson Pima Collaboration to End Homelessness (TPCH)**. It shall be a common-interest collaboration.

Section 1.02 Purpose

Tucson Pima Collaboration to End Homelessness is a coalition of community and faith-based organizations, government entities, businesses and individuals committed to the mission of:

a. ending homelessness;

b. addressing the issues that contribute to homelessness;

c. promoting equitable, person-centered solutions to homelessness;

d. acting as the local Continuum of Care, as defined by the Federal Homeless Emergency Assistance and Rapid Transition to Housing Continuum of Care Program (24 CFR 578), including operating a coordinated entry system where active participation in the Coordinated Entry system is required for all TPCH members who are HUD funded

The Continuum of Care (CoC) is defined as and composed of the CoC Board, General Council, all committees and their subcommittees and workgroups, the CoC Lead/Collaborative Applicant, and the HMIS Lead.

ARTICLE II. MEMBERSHIP

Section 2.01 Eligibility for Membership

Membership shall be composed of two groups: Organizational Members and Individual Members. There are no dues or fees for membership.

a. Any organizational entity which completes an organizational membership application and commits to TPCH's Guiding Principles and Code of Conduct may become a member. Membership forms must be updated annually between July 1 and September 30.

b. Any individual who is not directly affiliated with an organizational member who completes an individual membership application and commits to TPCH's Guiding Principles and Code of Conduct may become an individual member. For the purpose of determining eligibility, direct affiliation is defined as employees, directors, and high-level volunteers. Membership forms must be updated annually between July 1 and September 30.

Section 2.02 Membership

Members may be elected to CoC Board and committee service, participate in General Council discussions, and participate in CoC projects and other activities. TPCH is committed ensuring diverse membership and participation within the

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Continuum of Care which reflects the population served by the Continuum of Care in terms of race, ethnicity, cultural affiliation, sex, gender, gender identity, disabilities, and other identities and experiences.

Section 2.03 Voting Privileges

Individual members are not eligible for voting privileges or counted toward quorum. Organizational members may vote on matters brought before the TPCH General Council if a representative of the member organization has attended two (2) of the immediately preceding three (3) TPCH General Council meetings.

a. Organizational members with voting privileges shall have only one (1) vote in TPCH business and elections.

b. Members with voting privileges may make or second motions and vote on issues brought before TPCH General Council for decision.

c. The TPCH General Council votes exclusively on the Governance Charter, CoC Board and committee elections, approval of the TPCH Strategic Plan, and selection of the CoC Lead/Collaborative Applicant and the HMIS Lead. General Council may vote on other issues as needed.

Section 2.04 Notification of Voting Status

The CoC Lead Agency/Collaborative Applicant will publish a list of members gaining voting privileges, at risk of losing voting privileges, and having lost voting privileges within 30 days following each General Council meeting. This posting is made publicly on the TPCH website and through the TPCH email distribution list.

Section 2.05 Resignation and Termination

Any member may resign by sending a resignation letter via email to the CoC Board Chair and/or CoC Lead/Collaborative Applicant. A member can have their membership terminated by a two-thirds (2/3) vote of the membership as prescribed in the TPCH Code of Conduct.

ARTICLE III. CONFLICT OF INTEREST

Section 3.01 Purpose

The purpose of the Conflict of Interest policy and procedures is to ensure that TPCH decisions do not result in organizational, personal financial, professional, or political gain on the part of participants at the expense of the TPCH and its stakeholders.

Section 3.02 Policy

Each member and/or member organization shall disclose their relationship to any agenda item of TPCH meetings, Board meetings, or committee meetings requiring a vote during discussion of the agenda item. No member of the TPCH may participate in a vote that could result in financial benefit to them personally or to the organization they represent.

Section 3.03 Definition

Conflict of Interest means an actual conflict, or the appearance of a conflict, between the private, professional, political, or financial interests of a participant or the organization that the participant represents while participating in TPCH activities and decision-making. According to 24 CFR 578.95,

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a. *Procurement.* For the procurement of property (goods, supplies, or equipment) and services, the recipient and its subrecipients must comply with the standards of conduct and conflict-of-interest requirements under 2 CFR 200.317 and 200.318. (b).

b. *Continuum of Care board members.* No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

c. *Organizational conflict.* An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph (d)(1) of this section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee of a recipient or subrecipient participates in making rent reasonableness determinations under § 578.49(b)(2) and § 578.51(g) and housing quality inspections of property under § 578.75(b) that the recipient, subrecipient, or related entity owns.

Section 3.04 Procedures

a. At the introduction of each meeting, participants will disclose their name and agency affiliations.

b. Prior to contributing to a discussion, whether verbal or electronic, each participant will disclose their potential conflicts of interest regarding the discussion topic before commenting.

c. If one member thinks another member has a conflict of interest, that participant will state the reason for believing so. The other person will have the opportunity to respond. Both statements will be included in the minutes.

d. The officer presiding over the meeting may require the member to abstain at the officer's discretion.

e. Any participant who has a conflict of interest based upon the definition here must abstain from voting.

ARTICLE IV. CODE OF CONDUCT

Section 4.01 Purpose

TPCH believes that an organization's representatives have a responsibility to demonstrate the highest standards of ethical and accountable behavior, to set the tone and to foster the same conduct in others. Each participant accepts a responsibility to act in the best interest of TPCH as a whole. For this reason, our conduct and ethical behavior must be exemplary and free of impropriety.

Section 4.02 Public Availability

The Code of Conduct is posted on the TPCH website for public review at www.tpch.net.

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Section 4.03 Violations and Remedies

The CoC Board will address any violation of this Code on a case-by-case basis. By a majority vote, the Board may take disciplinary action to remedy a violation up to and including severance of contracted relationships and/or removal from the CoC, Board, or other TPCH bodies.

Section 4.04 Code of Conduct

All members will adhere to the principles and policies and procedures of the Continuum of Care, including but not limited to:

a. Review, understand and comply with all TPCH governance documents, policies and procedures.

b. Promptly disclose any current or potential conflict as outlined in the TPCH Conflict of Interest Policy and Procedures.

c. Report behavior that crosses ethical boundaries to the TPCH Board Chair in written or electronic form.

d. Speak up when you disagree or have a question; participate fully in discussions; once an issue has been discussed and decided, support and defend the final decision.

e. Think broadly of the entire community. Treat all members and constituents in a fair and consistent manner when participating in TPCH discussion and decision-making. Refrain from promoting personal interests or biases.

f. Keep confidential any privileged or sensitive information gained by TPCH participation.

g. Look for ways to collaborate with other local organizations and government agencies.

h. Treat colleagues respectfully. Ask questions from curiosity and for clarification. Disagreements should focus on issues, not personalities or individuals. Look for ways to draw on the expertise of all members.

i. Come to meetings prepared to be as knowledgeable as possible about the issues.

j. Encourage innovation and improvement while respecting history and prior accomplishments.

k. Be a good ambassador for TPCH. Look for the opportunities to educate community members/potential stakeholders about TPCH.

ARTICLE V. MEETINGS OF MEMBERS

Section 5.01 Annual Meeting

An annual meeting of the members shall take place in the month of May. The specific date, time and location of which will be designated by the Chair. At the annual meeting the members shall elect members of the CoC Board, receive reports on the activities of TPCH, and review and affirm the direction of TPCH for the coming year.

Section 5.02 Regular Meetings

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Regular meetings of the members shall be known as General Council Meetings and shall be held at least four (4) times per year including the Annual Meeting. The date, time and location of regular meetings will be designated by the Chair.

Section 5.03 Special Meetings

Special meetings may be called by the CoC Board Chair or a simple majority of the CoC Board and/or CoC members with voting privileges.

Section 5.04 Notice of Meetings

Notice of each meeting shall be emailed to each voting member not less than one week prior to the meeting.

Section 5.05 Quorum

A quorum for an announced meeting shall consist of fifty-one percent (51%) of the entire voting membership.

Section 5.06 Voting

The TPCH voting members will strive to reach consensus on issues that come before the membership. A simple majority vote is required for the passage of all motions and elections except motions to limit debate, motions to close nominations, motions to object to the consideration of a question, motions to suspend the rules, and motions to remove a member from the CoC or a CoC body. In such cases, a super majority vote of 66.7% (2/3) shall be required to pass. Roll call voting will be used in regular and scheduled General Council meetings; signed ballots may be used for sensitive vote topics at the discretion of the CoC Board Chair.

Section 5.07 Electronic Voting (E-Voting)

Should a vote be required between meetings of the TPCH General Council, the CoC Board Chair may activate an electronic voting process. Electronic votes shall be cast by 5pm local time on the second full business day after the electronic vote was activated. Electronic votes are subject to quorum and the same voting rules as votes conducted during meetings of the body.

Section 5.08 *Procedural Rules*

Rosenberg's Rules of Order (Rev. 2011) shall be followed as the rules of order for voting bodies of TPCH to include the General Council, CoC Board, and Committees.

ARTICLE VI. CONTINUUM OF CARE BOARD

Section 6.01 Board Role and Size

TPCH members will elect the CoC Board to approve and oversee policy and direction of TPCH. Responsibility for implementation of policies and procedures remains with the committees of TPCH and the CoC Lead/Collaborative Applicant and HMIS Lead. The Board shall have up to twenty but not fewer than fifteen (15) members. Board members do not need to have voting privileges at General Council to vote on board actions. The Board reviews and approves the annual Continuum of Care consolidated application. The Board considers recommendations regarding policies and procedures and ongoing operations of the CoC from the committees, workgroups, councils, General Council, and the CoC Lead/Collaborative Applicant and HMIS Lead.

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Section 6.02 Board Composition

The CoC Board includes seven (7) seats designated by the entity represented on the Board and approved by vote of the CoC Board; three (3) seats for persons with lived experience of homelessness and housing instability.

a. Designated- Seats

   i. Pima County – two (2) seats
   ii. City of Tucson – two (2) seats

   iii. Arizona Department of Economic Security – one (1) seat

   iv. US. Department of Veterans Affairs – one (1) seat

   v. Youth Action Committee – one (1) seat represented by two youth members

b. Appointed Seats

   i. Three (3) seats for persons with lived experience of homelessness and/or housing instability. Appointed seats may not be filled by staff members of agencies already represented on the CoC Board, and shall have experienced homelessness and/or received services through a homeless assistance program within the past seven (7) years.

c. Elected Seats

   i. General Council will elect not less than five (5) and up to ten (10) additional members to the CoC Board representing the varying interests of the CoC and as needed to fulfill the CoC's strategic plan. The CoC Board shall annually convene an ad hoc nominating committee for the purposes of reviewing the CoC Board matrix, identifying under-represented sectors, recruiting prospective members, reviewing applications, and putting forward to the TPCH General Council a slate of candidates for election. No single entity may be represented by more than two members on the CoC Board.

Section 6.03 Terms

~~Elected CoC Board members will serve a two-year (2) term. Elected Board members are eligible to serve up to two (2) consecutive appointed by the CoC Board; and up to 10 seats elected by the TPCH General Council. One half of the elected Board members will be elected each year. After completing two (2) consecutive elected terms, an individual/organizational member must wait one (1) year before serving another elected term on the Board.~~

CoC Board members are elected for terms of two (2) years. At the conclusion of their initial two-year term, Board Members are eligible to be elected for up to one additional two-year term. After completing two (2) consecutive elected terms, Board Members must wait at least one (1) year before applying for re-election to the CoC Board.

Section 6.04 Meetings and Notice

The CoC Board will meet at least monthly, at an agreed upon time and place, and an official Board meeting schedule will be posted on the TPCH website. Each Board member will be sent an agenda and any supporting materials by email at least one week in advance of the monthly meeting as a meeting reminder.

Section 6.05 Board Elections

CoC Board members will be elected or re-elected by the TPCH voting membership present at the annual meeting. In the event of a contested seat, the highest vote-getter(s) shall be elected. In the event of a tie vote for one or more available seats, the CoC Board Officers shall select the from the tie-getting candidates with a particular focus on promoting diversity in terms of expertise, experience, race, ethnicity, cultural affiliation, gender, sex, gender identity, sexual orientation, disability, and other relevant factors.

Section 6.06 Election Procedures

Any person residing or working in Pima County may apply to join the TPCH Board by submitting an application to the Collaborative Applicant by March 31 each year. The CoC Board will annually convene a nominating committee for the purpose of reviewing applications and recommending a slate of qualified candidates with brief biographical summaries for review and election by the General Council during the Annual Meeting.

Section 6.07 Quorum

Over fifty percent (50%) of Board members constitutes a quorum of the Board for the transaction of business.

Section 6.08 Officers and Duties

There will be three officers of the CoC Board: Chair, Vice-Chair, and Treasurer. The officers shall be elected from the CoC Board Membership at the first meeting of the new CoC Board for one-year terms. Staff will promptly announce election results by email. Officers are eligible to serve up to two consecutive terms within their term limits. After completing two (2) consecutive terms, an officer must wait one (1) year before serving another elected term as an officer of the CoC Board except in the case of the Vice-Chair who is eligible to serve up to one additional consecutive term in the role of Chair regardless of that officer's Board term limit. An individual waiting a year from an officer position may, if elected and otherwise eligible, chair a committee during the interim year. Outgoing CoC Board chairs may remain on the CoC Board for up to one year as a non-voting emeritus member regardless of term limit.
The duties of the Board officers are described in the TPCH Operating Policies and incorporated herein by reference.

Section 6.09 Electronic Voting (E-Voting)

Should a vote be required between meetings of the TPCH General Council, the CoC Board Chair may activate an electronic voting process. Electronic votes shall be cast by 5pm local time on the second full business day after the electronic vote was activated. Electronic votes are subject to quorum and the same voting rules as votes conducted during meetings of the body.

Section 6.10 Vacancies

The CoC Lead/Collaborative Applicant will notify the TPCH membership of mid-year Board vacancies.

a. When a vacancy exists, any TPCH member may apply or nominate a replacement by submitting an online nomination no less than two weeks (14 days) in advance of the next scheduled Board meeting.

b. The CoC Lead/Collaborative Applicant will send these nominations by email to Board members with the regular Board meeting announcement.

c. The Board will vote as to whether to invite an application from the prospective candidate.

d. If the application is solicited and approved, an election will occur at the next scheduled Board meeting. These vacancies will be filled only to the end of the vacating Board member's term.

e. After completing that partial term, the newly elected Board member will be eligible to serve up to two consecutive terms of two (2) years each.

f. Upon learning of changes to a Board Member's or their organization's role, the Board member must immediately notify the CoC Board Chair and/or CoC Lead Agency/Collaborative Applicant of such changes. The Board will review the change and determine what disposition is in the best interest of the TPCH.

Section 6.11 Resignation, Termination, and Absences

Resignation from the Board must be in writing or email and received by the TPCH Board Chair and Collaborative Applicant. A Board member may be terminated from the Board due to ~~more than three~~ three or more consecutive absences from Board meetings. A Board member may be removed for other reasons by a sixty-six percent (66%) vote of the remaining directors as prescribed in a the TPCH Code of Conduct.

Section 6.12 Special Meetings

Any Board member can request a special meeting. They can make the request at a Board meeting, which would then be voted upon and require simple majority approval by the CoC Board. Any Board member can request a special meeting outside a Board meeting by emailing the Board Chair and/or CoC Lead/Collaborative Applicant. An e-vote will be established by the CoC Lead/Collaborative Applicant within two (2) business days of the receiving the request. Simple majority approval by the Board is needed for the request to pass.

ARTICLE VII. COMMITTEES

Section 7.01 Committee Formation

The Board may create committees and workgroups as needed, in order to assist the Board and the TPCH in carrying out TPCH's Strategic Plan goals and CoC policies. Committees may establish subcommittees or workgroups to assist in carrying out the work of the committee subject to Board approval. Once formed, all subcommittees and workgroups remain responsible to their parent committee. All committees, subcommittees and workgroups are responsible to the Board.

Section 7.02 Standing Committees

There are seven (7) Standing Committees of the Board: System Performance and Evaluation Committee; HMIS Committee; Continuum of Care Program Grant Committee; Coordinated Entry Committee; Youth Action Committee; Diversity, Equity, and Inclusion Committee; and Lived Expertise Council.

Section 7.03 Committee Membership

Committee membership shall be limited to the number of seats and key sectors determined annually by the CoC Board documented in the TPCH Operating Policies and incorporated herein by reference. No individual may serve on more than two (2) standing committees at any time.

Section 7.04 Committee Member Selection

Fifty (50) percent of CoC Committee seats shall be elected by the General Council. In the event of a contested seat, the highest vote-getter shall be elected to the seat. The remaining seats shall be appointed by the CoC Board at its next regular meeting. The CoC Board is responsible for ensuring that such appointments result in committee membership which reflects the diversity of the population served by the Continuum of Care in terms of race, ethnicity, cultural affiliation, sex, gender, gender identity, sexual orientation, disabilities, and other relevant identities and experiences.

Section 7.05 Election Procedures

The CoC Lead/Collaborative Applicant shall issue a public call for committee member applications annually. Applications will be brought forward with brief biographical summaries to the General Council for election. Committee elections shall be conducted during the General Council Annual Meeting. In the event of a tie vote for one or more available seats, the CoC Board Officers shall select the from the tie-getting candidates with a particular focus on promoting diversity in terms of expertise, experience, race, ethnicity, cultural affiliation, gender, sex, gender identity, sexual orientation, disability, and other relevant factors.

Section 7.06 Meetings and Notice

CoC committees will meet at regular intervals as defined by the committee. An official committee meeting schedule will be posted on the TPCH website. Each committee member will be sent an agenda and any supporting materials by email at least one week in advance of the meeting as a meeting reminder.

Section 7.07 Quorum

Over fifty percent (50%) of committee members constitutes a quorum of the committee for the transaction of business.

Section 7.08 Persons with Lived Experience of Homelessness and/or Housing Instability

Each committee shall have not less than two (2) seats reserved for persons with lived experience of homelessness and/or housing instability. Members serving under this designation shall be appointed by the CoC Board.

Section 7.09 Vacancies

The CoC Lead/Collaborative Applicant will notify the TPCH membership of mid-year committee vacancies.

a. When a vacancy exists, any TPCH member may apply ~~or nominate a replacement~~ by submitting an online ~~nomination~~ application no less than two weeks (14 calendar days) in advance of the next scheduled ~~Board meeting~~ committee meeting for which the person is applying. ~~.~~

b. The CoC Lead/Collaborative Applicant will send these ~~nominations~~ by email to ~~Board members~~ the appropriate committee chair and vice-chair along with ~~the regular Board meeting announcement and will include a~~ ~~a~~ summary of the committee's current gaps in diversity in terms of race, ethnicity, cultural affiliation sexual orientation, sex, gender, gender identity, disabilities, lived expertise, and other relevant factors. The committees and CoC Board shall strive to fill vacancies with qualified individuals who enrich the diversity and expertise of the committee.

c. The ~~CoC Board~~ committee will vote as to whether to ~~invite an application from the prospective~~ nominate candidate. If the application is not approved, the candidate may apply for a different committee.

d. If the application is ~~solicited and~~ approved, ~~an election will occur at~~ the Collaborative Applicant will forward the application and nomination to the CoC Board for review during the next scheduled Board meeting. These vacancies will be filled only to the end of the vacating committee member's term.

~~d.~~e. The Board will vote on whether to approve the candidate for the committee which the person applied for. If the nomination is not approved, the candidate may apply for a different committee, or the Board may recommend that the candidate apply for a different committee.

~~e.~~f. After completing that partial term, the newly elected committee member will be eligible to serve up to two consecutive terms of three years each.

~~f.~~g. Upon learning of changes to a committee members's or their organization's role, the committee member must immediately notify the TPCH Board Chair and/or CoC Lead Agency/Collaborative Applicant of such changes. The committee will review the change and make a recommendation to the CoC Board as to what disposition is in the best interest of the TPCH.

Section 7.10 Resignation, Termination, and Absences

Resignation from CoC committees must be in writing or email and received by the committee chair and/or CoC Lead/Collaborative Applicant. A committee member may be terminated from the committee after three consecutive absences at committee meetings. A committee member may be removed for other reasons by a sixty-six percent (66%) vote of the remaining committee members as prescribed in a the TPCH Code of Conduct.

Section 7.11 Committee Chairs and Vice Chairs

Committee vice-chairs shall be elected for one-year (1) terms in April. Terms shall begin in July and end in June.

a. Current committee vice-chairs will transition to the committee chair role upon the vice-chair's consent and a vote of ratification by the committee.

b. In the event that a vice-chair declines the chair position or is not ratified by the committee, the committee shall elect from its current membership a new chair.

c. Election results will be announced to the General Council Annual Meeting.

d. An individual waiting a year from one committee chair position may, if elected or appointed, chair a different committee during the interim year.

Committee Chairs or Vice Chairs are expected to present written and oral reports of the committee's work to the CoC Board meetings on a quarterly basis and to attend all CoC Board meetings at which a recommendation or motion from the committee is presented. Committee reports shall include recommendations from the committee including supporting and dissenting opinions.

Committee Chairs and Vice Chairs or a designated proxy are expected to attend a Committee Chair meeting which will be convened by the CoC Board Chair and held no less than quarterly. This meeting will coordinate efforts of each committee, increase collaboration among the committee members, and prepare for presentations to the Board.

Section 7.12 Committee Voting

Committee voting shall be limited to elected/appointed committee members and shall be conducted in accordance with Rosenberg's Rules of Order.

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Section 7.13 Committee Terms

Committee members serve two-year (2) terms. Committee members may serve two consecutive terms after which the member may not serve on the committee for a period of at least one year. The member may be elected or appointed to another committee during the interim year. The only exception to this rule is Vice-Chairs who may complete up to one additional year in the Chair role regardless of term limit.

Section 7.14 Community Participation

All committee meetings shall be publicly posted and any interested person may attend a committee meeting. All committee meetings shall include a call to the public in which such persons may provide input to any item on the agenda and/or request that the committee address an issue or take action in furtherance of TPCH objectives. Individuals deemed disruptive by vote of the committee shall be required to leave the meeting. Failure to do so may result in loss of TPCH voting privileges, membership, and/or prohibition against committee attendance at the discretion of the CoC Board.

Section 7.15 System Performance and Evaluation Committee (SPEC)

: The System Performance and Evaluation Committee (SPEC) shall be responsible for:

a. Compiling and reviewing data to improve the performance of the entire Continuum of Care.

b. Analyzing and sharing system performance data with the CoC Board and membership.

c. Overseeing the process of conducting an gaps analysis annually; reviewing and sharing data from the gaps analysis with the CoC Board and membership.

d. Working to enhance and expand community-wide services based on identified gaps and community need.

e. Recommending to the CoC board proven strategies for prioritizing the use of Emergency Solutions Grant (ESG) funds; acting as the liaison between and among City, County, and State ESG funding sources.

f. Evaluate the performance of the CoC Lead/Collaborative Applicant and HMIS Lead at least annually, and report evaluation findings to the CoC Board.

Section 7.16 Homeless Management Information System Committee (HMIS)

The Homeless Management Information System (HMIS) Committee shall be responsible for:

a. Reviewing and providing guidance to the CoC Board regarding TPCH's HMIS capabilities, software selection, and planning recommendations.

b. Reviewing HMIS data quality to include data completeness and data accuracy and reporting this data to the CoC Board, membership, and HMIS participating agencies.

c. Reviewing, updating, and overseeing policies and procedures concerning HMIS data and its use.

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d. Reviewing and recommending for approval the Point in Time Count, Housing Inventory Count, Annual Performance Report, Longitudinal System Analysis, System Performance Report, and other HUD data submissions to the CoC Board.

e. Reviewing and providing recommendations to the CoC Board regarding HMIS data-sharing agreements, data partnerships, and external data requests.

f. Ensuring that the HMIS and HMIS Lead have the capacity to produce regular programmatic and system-level reports disaggregated by race, ethnicity, age, and sexual orientation.

g. Conducting on-going evaluation of HMIS system and gathering user feedback to improve the HMIS experience.

Section 7.17 Continuum of Care Program Grant Committee (CoC Program)

The Continuum of Care (CoC) Program Grant Committee shall be comprised of not more than 49% CoC Program grant recipients and/or subrecipients. The committee shall be responsible for:

a. Monitoring CoC recipient and subrecipient performance; recommending performance improvement plans to the CoC Board.

b. Recommending priorities and community strategies related to the use of CoC Program funds to the CoC Board.

c. Developing and recommending performance improvement targets for CoC projects consistent with the CoC's adopted system performance improvement strategies.

d. Reviewing, updating, and overseeing the implementation of the CoC's approved reallocation policies.

Section 7.18 Coordinated Entry Committee (CE)

The Coordinated Entry (CE) Committee shall be responsible for:

a. Recommending policies and procedures to improve and expedite the CE process to the CoC Board.

b. Engaging in on-going planning and evaluation of the CE system at least annually.

c. Expanding housing and service linkages including but not limited to education and employment services within the CE system.

d. Expanding and improving coordination among outreach, shelter, diversion, and homelessness prevention and eviction prevention resources within the CE system.

e. Monitoring participation and utilization of the CE system among CoC and ESG projects; reporting participation and utilization information to the CoC Board.

Section 7.19 Youth Action Committee (YAC)

The Youth Action Committee (YAC) is comprised of youth and young adults under the age of 25 who possess lived experience of homelessness and/or housing instability. The YAC is responsible for:

a. Providing guidance and policy recommendations on the implementation, administration and oversight of services impacting youth who are experiencing homelessness or at risk of homelessness.

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b. Guiding ongoing planning of homeless youth services and oversee the Tucson/Pima County Coordinated Community Plan to Prevent and End Youth Homelessness.

c. Providing a youth voice in decision making within the CoC.

d. Developing and overseeing implementation of strategies to serve youth experiencing homelessness more effectively throughout the CoC.

e. Assist in the development and design of applications for funding for youth homelessness projects.

f. Integrating youth input throughout the CoC and coordinating youth focused activities with other committees, work groups, the HMIS Lead, and the CoC Lead/Collaborative Applicant.

Section 7.20 Diversity, Equity, and Inclusion Committee (DEI)

The Diversity, Equity, and Inclusion (DEI) Committee shall be responsible for:

a. Collaborating with CoC Board,Lead Entities, and community stakeholders to plan and coordinate equity initiatives within TPCH and in cross-sector partnership with other aligned systems with particular focus on issues of racial equity, LGBTQ+ inclusivity, and citizenship.

b. Reviewing existing and proposed TPCH policies and practices; recommending strategies to increase representation from diverse stakeholders and prevent structural of systemic inequities prior to new policy adoption.

c. Collecting and analyzing quantitative data regarding equity and inclusivity within the local homelessness response system.

d. Issuing recommendations to improve equitable outcomes for all populations served through the local homelessness response system to the CoC Board.

e. Collaborating with CoC Lead/Collaborative Applicant and HMIS Lead to issue periodic reports, at least annually, on efforts to address equity and inclusivity within the homelessness response system and the outcomes of those efforts.

Section 7.21 Lived Expertise Council

The Lived Expertise Council is a standing TPCH committee comprised of persons with lived experience and expertise of homelessness within the past seven years. The Lived Experience Council is responsible for:

a. Providing guidance and policy recommendations on the implementation, administration and oversight of services impacting individuals and families who are experiencing homelessness or at risk of homelessness.

b. Guiding ongoing planning of homeless services and the creation and implementation of the TPCH Strategic Plan/Community Plan to Prevent and End Homelessness.

c. Ensuring that the voices of persons with lived experience and expertise are centered within decision making within the CoC.

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d. Addressing and dismantling stereotypes, prejudices, and disparities by recruiting individuals with lived experience to represent the voice of marginalized and intersecting groups within the Continuum of Care. Recruitment of lived experience individuals would include, but not be limited to, Black, Indigenous, People of Color, LGBTQ+ individuals, and people living with disabilities.

e. Developing and overseeing implementation of strategies to address homelessness more effectively throughout the CoC.

f. Integrating lived experience and expertise input throughout the CoC and coordinating participant-centered activities with other committees, work groups, the HMIS Lead, and the CoC Lead/Collaborative Applicant.

g. Assisting in the development and design of funding strategies and applications related to homelessness

Section 7.22 Committees Comprised Primarily of People with Lived Experience of Homelessness

Committees comprised primarily of people with lived experience of homelessness and/or housing instability may utilize alternate membership, participation, and governance structures with approval of the CoC Board.

ARTICLE VIII. SUBCOMMITTEES, WORKGROUPS, AND COALITIONS

Section 8.01 Formation

The CoC Board and Committees may establish subcommittees, workgroups, and coalitions as needed to carry out the work of TPCH and advance the CoC's Strategic Plan. All subcommittees and coalitions are subject to the approval of the CoC Board.

Section 8.02 Subcommittees

Subcommittees are on-going bodies intended to carry out a specific duty or duties assigned to the committee. Subcommittees are not formal voting bodies and achieve consensus to bring forward one or multiple proposals to their parent committee for vote.

a. Subcommittee composition shall be appointed by the committee and may include persons who are not members of the committee.

b. Subcommittee participation is strictly voluntary.

c. Subcommittees shall be limited in size to achieve the efficient accomplishment of the assigned duty or duties.

d. Subcommittees shall establish working norms and are not subject to the Rosenberg's Rules of Order.

e. The parent committee shall appoint a committee member to lead the subcommittee's work.

f. The subcommittee leader will be responsible for taking attendance, documenting meeting notes, and submitting to the parent committee and CoC Lead/Collaborative Applicant for recordkeeping. Subcommittee notes shall be posted on the TPCH website for public inspection.

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Section 8.03 Workgroups

Workgroups are time limited bodies intended to conduct research and/or propose plans related to one or more duties of the CoC Board or committee.

a. Workgroup composition shall be appointed by the voting body establishing the workgroup and may include persons who are not members of the Board or committee.

b. Workgroup participation is strictly voluntary.

c. Workgroups should be limited in size to achieve efficient accomplishment of the assigned duty or duties.

d. The CoC Board or committee establishing the workgroup shall select a Board or committee member to lead the workgroup.

e. The workgroup leader will be responsible for taking attendance, documenting meeting notes, and submitting to the parent committee or CoC Board, and the CoC Lead/Collaborative for recordkeeping. Workgroup notes shall be posted on the TPCH website for public inspection.

Section 8.04 Coalitions

Coalitions are TPCH affinity groups established around specific populations, service types, and/or other relevant topics.

a. Coalitions are open to all interested persons and intended to improve coordination, collaboration, and resource-sharing throughout the CoC.

b. Coalitions shall establish working norms and are not subject to the Rosenberg's Rules of Order.

c. Coalition participation is strictly voluntary.

d. Coalitions shall self-select an individual or individuals to lead the coalition.

e. Coalitions may request time on the agenda of any CoC Committee, the CoC Board, and the TPCH General Council for discussion and vote.

f. The CoC Lead/Collaborative Applicant shall be responsible for staffing coalition meetings, taking attendance, and documenting meeting notes for recordkeeping.

ARTICLE IX. POLICIES

Section 9.01 Purpose

TPCH Policies guide the administrative operations of the Continuum of Care. These include:

a. TPCH Operating Policies

b. TPCH Written Standards

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c. TPCH HMIS Policies and Procedures

d. TPCH Coordinated Entry Policies and Procedures

e. TPCH Service Standards for Domestic Violence Projects

f. TPCH Performance Evaluation and Monitoring Procedures

g. TPCH CoC Project Reallocation Policy

Section 9.02 Policy Authority

TPCH Policies may be approved, amended, or rescinded by the CoC Board. They are incorporated into the Governance Charter by reference. In the event that an approved TPCH Policy is inconsistent with the Governance Charter as approved by the General Council, the Governance Charter shall prevail.

ARTICLE X. ROLES OF COC LEAD/COLLABORATIVE APPLICANT AND HMIS LEAD AGENCIES

Section 10.01 CoC Lead/Collaborative Applicant/Fiscal Agent

The TPCH CoC Lead/Collaborative Applicant is the legal entity that has been designated by the Continuum of Care (TPCH) in accordance with the Federal Homeless Emergency Assistance and Rapid Transition to Housing Continuum of Care Program (24 CFR 578) to fulfill the responsibilities defined below and any additional duties defined in the Memorandum of Understanding mutually agreed and signed by the TPCH Board Chair and CoC Lead/Collaborative Applicant. The General Council approves the CoC Lead/Collaborative Applicant for a time period of at least five (5) years.

The CoC Lead/Collaborative Applicant works cooperatively with the CoC to follow all U.S. Department of Housing and Urban Development (HUD) regulations. The CoC Lead/Collaborative Applicant will consult on the annual updates made to the Governance Charter.

a. HUD Responsibilities of the CoC Lead/Collaborative Applicant

   i. Collects and submits the CoC Registration, Consolidated Application (which includes the CoC Application and CoC Priority Listing).

   ii. Applies for CoC planning funds on behalf of the CoC during the CoC Program Competition.

   iii. Participates in the continuous development of the Governance Charter with the CoC.

   iv. Acts on behalf of the CoC when applying for HUD grants and is the point of contact with HUD representatives.

b. TPCH Additional Responsibilities of the CoC Lead/Collaborative Applicant

   i. Assumes leadership role in the development of the CoC Consolidated Application, aligning with the Notice of Funding Availability.

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ii. Posts and maintains formal records of all TPCH documents, meeting agendas and minutes, and records all decisions, including membership records for maintenance of voting privileges.

iii. Consults with CoC Board on the development of the annual CoC Planning Grant budget

iv. Applies for additional funding as directed by the TPCH.

v. Fulfills fiscal responsibilities for CoC planning and related funds in accordance with HUD requirements (OMB 2 CFR 200), as well as non-federal funds, that include, but are not limited to: ensuring match requirement is fulfilled, maintain all financial records of related expenses for HUD-required and TPCH activities, provide at least quarterly financial reports to the CoC Board and General Council, conduct all TPCH Request for Proposal and purchasing processes, execute and oversee fulfillment of contracts as directed by the CoC.

vi. Employs staff to perform CoC functions and maintains internal leadership to ensure all responsibilities of the Collaborative Applicant are continuously fulfilled.

vii. Collaborates with the HMIS Lead to plan and implement the annual point in time count of persons experiencing sheltered and unsheltered homelessness.

viii. Implements CoC policies and processes as approved and directed by the CoC Board.

ix. Develops and distributes CoC publications.

x. Informs community of TPCH's work to prevent and end homelessness.

xi. Maintains accurate CoC membership rosters.

xii. Reviews and reports ongoing progress toward the TPCH strategic plan to the CoC Board and membership.

Section 10.02 HMIS Lead

The HMIS Lead is a legal entity that has been designated by the Continuum of Care (TPCH) in accordance with the Federal Homeless Emergency Assistance and Rapid Transition to Housing Continuum of Care Program (24 CFR 578) to operate the Continuum's Homeless Management Information System (HMIS) on its behalf. The General Council approves the HMIS Lead for a time period of at least five (5) years.

The HMIS Lead Agency works cooperatively with the CoC to follow all U.S. Department of Housing and Urban Development (HUD) regulations, and the HMIS Protocol. The HMIS lead will consult on the annual updates made to the Governance Charter. The HMIS Lead is responsible for the duties described below and any additional duties defined in the TPCH HMIS Lead Protocol mutually agreed and signed by the TPCH Board Chair and HMIS Lead.

a. Responsibilities of the HMIS Lead

i. Develops and submits reports as required by the CoC Board and HUD including but not limited to the annual sheltered and unsheltered Point in Time Count, Housing Inventory Count, Longitudinal System Analysis, and System Performance Reports.

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ii. Collaborates with CoC Lead/Collaborative Applicant for the purposes of process improvement and submissions to HUD.

iii. Partners with CoC committees to provide data needed for CoC Program, ESG Program, and system performance evaluation and improvement.

iv. Conducts and implements all activities prescribed in the CoC Strategic Plan and/or directed by the CoC Board.

v. Makes recommendations to the CoC Program Grant Committee regarding process and performance improvement at the project and system levels.

vi. Works with HMIS participating agencies to help identify improvement opportunities and make recommendations for overall system improvement for the HMIS Lead and HMIS participating agencies as needed.

vii. Assists CoC Board and committees to manage and interpret community data.

viii. Shares data with HMIS participating agencies and outside entities in accordance with CoC policies and procedures.

ix. Consult with the CoC Board to develop and implement an annual workplan addressing community needs and priorities.

x. Develop and implement process for communication with HMIS users for the purposes of sharing information.

xi. Collaborate with the CoC Lead/Collaborative Applicant to plan and implement the point in time count.

ARTICLE XI. AMENDMENTS

This Governance Charter may be amended at any General Council by a simple majority vote. Proposed amendments may be brought for discussion to any CoC Board Meeting throughout the year or submitted to the CoC Lead/Collaborative Applicant sixty (60) days in advance of the Annual Meeting.

The CoC Board may approve formatting, grammar, or usage changes which do not fundamentally alter the Governance Charter to improve clarity or readability by a simple majority vote at any regular meeting. All revisions shall be published for inspection through the TPCH listserv.

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Filling Mid-Term Committee Vacancies