

# **Wisconsin Balance of State Continuum of Care (WI BOSCOC)**

## **Discharge Planning Committee Charter**

*DRAFT - Created July 2019*

### **Purpose and Mission**

The Discharge Planning Committee's purpose is to ensure people are not routinely discharged into homelessness by each of the four key institutions (Health, Mental Health, Corrections, and Foster Care). The service area includes clients in the housing system located in the Wisconsin Balance of State. Our goal is to collaborate with the four key institutions to create a plan that will ensure housing for all individuals exiting these institutions. Through collaboration, we will ensure no individual will be released into homelessness. Our mission: To ensure all institutions providing residential care, treatment or custody discharge individuals into safe and stable housing.

### **Chair and Membership**

According to the WI BOSCOC By-laws, the Chair of the Discharge Planning Committee must also be a member of the WI BOSCOC Board of Directors. The committee must self-select a recorder/secretary to document and retain accurate committee minutes. The Chair is responsible for maintaining historical documentation for committee agendas, minutes, and all relevant data collection materials, including results. The Chair is also responsible for calling and scheduling meetings, maintaining attendance records, and selecting a committee member to facilitate meetings in the Chair's absence.

New committee members can request membership by contacting the Committee Chair. Per WI BOSCOC policies, committee members are allowed no more than two unexcused absences in a calendar year. If there are extenuating circumstances, the chair reserves the right to allow a committee member with more than two unexcused absences to remain on the committee.

For EHH certification purposes, committee members will be considered active if the member has attended at least half of all full committee meetings (3 meetings a year). The Chair must also have some evidence that the member has contributed to subcommittee meetings and tasking. This evidence can include documented subcommittee meeting attendance, participation in one or more Quarterly Meeting presentations, documentation of work done on documents or presentations via email or notations about work done on presentations or documents.

### **Duties and Responsibilities**

The committee is responsible for to collaborate with the four key institutions to create a plan that will ensure housing for all individuals exiting these institutions. Through collaboration, we will ensure no individual will be released into homelessness.

The committee is also responsible for communicating with each institution to ensure collaboration. The goal will be to secure MOU's with each institution located in COC funded areas throughout the balance of state.

Committee members are responsible for developing the MOU' that will be used for each institution.

MOU is for the four institutions will be available through the BOS. Each COC can utilize the documents to meet the needs in their local area.

## **Structure, Meetings, and Procedures**

The full committee will meet every other month (at a regularly agreed upon time and date), giving subcommittees time to meet during the opposite month. Between subcommittee meetings and full committee meetings, depending on the degree of committee work, members may be required to attend monthly meetings. Meetings may be conducted in person, over the phone, or by web conference. In lieu of a meeting, votes on critical items may be conducted over email. For email voting, a majority of all current members must email their vote to the chair for the vote to be considered binding.

If Subcommittees are required, they must self-select a subcommittee chair. Subcommittee roles and tasking are not formalized or standing. Subcommittees may be changed and/or modified by a full committee vote. Subcommittees are responsible for developing assessments, presentations, and recommendations, depending on the subcommittee's tasking. The full committee will review subcommittee work and vote on final documents or procedures. Votes on final committee work will be counted if there is quorum (a majority of members are present). Subcommittee work must be approved by a majority vote of a quorum of committee members to move forward.

Regular attendance is required for this committee. Members will be removed from the committee if they have two unexcused absences or three excused absences. In the event the member would like to participate in another committee, they will be removed at the member's request.

The Charter will be reviewed annually at the first meeting each year, normally at the January meeting. Amendments will be voted on and added at that time.