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

**Emergency Shelter & Diversion Committee Charter**

**Purpose and Mission**

The Emergency Shelter & Diversion Committee’s purpose is to implement and maintain standards for emergency shelter programs funded through CoC or EHH and to provide training for emergency shelter programs on how to implement the standards. The committee also assists shelter programs in diverting potential residents by establishing model protocols and scripts. The committee will promote low-barrier standards for shelter programs.

**Chair and Membership**

According to the WI BOSCOC By-laws, the Chair/Co-Chairs of the Emergency Shelter & Diversion Committee must also be a member of the WI BOSCOC Board of Directors. The Co-Chairs are responsible for maintaining historical documentation for committee agendas, minutes, and all standards and protocols developed. The Co-Chairs are also responsible for calling and scheduling meetings, ensuring minutes are taken and maintaining attendance records.

New committee members can request membership by contacting one of the Committee Chairs. An agency may choose to replace a Committee Member with someone else from the agency. This can be done with written notice to the Committee Chair/Co-Chairs identifying who is being removed and the name and email address of the new member.

Per WI BOSCOC policies, committee members are allowed no more than two unexcused absences in a calendar year. If there are extenuating circumstances, the Co-Chairs reserve the right to allow a committee member with more than two unexcused absences to remain on the committee. The agency represented by that member can replace the former Member with a new representative.

An agency representative may send a substitute to a meeting if they are unable to attend. The representative should notify one of the Committee Chairs prior to the meeting.

A member can voluntarily remove themselves from the Committee with written notice to the Committee Chair/Co-Chairs.

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 Co-Chairs must also have some evidence that the member has contributed to meetings and tasks. This evidence can include documented 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 developing and maintaining Emergency Shelter Standards that apply to all emergency shelters, including those for a specific sub-population and for motel voucher programs. The committee is also responsible for communicating and training programs on the implementation and maintenance of these standards.

In addition, the committee is responsible for encouraging access to emergency shelters by assisting in the development of low-barrier shelters.

In order to assure all homeless individuals are served, the committee is also responsible for developing protocols and tools to assist in the diversion of potential residents to the most suitable option for shelter based on their unique situation.

**Structure, Meetings, and Procedures**

The full committee will meet every other month (at a regularly agreed upon time and date). Meetings may be held monthly, dependent on the workload. An agenda will be sent by the committee Chair/Co-Chairs at least 24 hours prior to the meeting. Meeting minutes will be sent by the committee Chair/Co-Chairs within one week following the meeting and along with the next meeting’s agenda. All agendas and minutes are sent to committee members, the CoC Director, and to the WIBOSCOC website administrator for posting.

Meetings may be conducted in person, over the phone, or by web conference. Voting on recommendations or work product can occur only when quorum is met. Quorum is a simple majority of the committee members.

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 co-chairs for the vote to be considered binding.

Subcommittees may also be formed as needed. If subcommittees are formed, 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. 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).

**Amendments**

This Charter will be reviewed annually and may be amended as deemed necessary. Notice of the proposed change(s) shall be sent electronically to each member at least 30 days prior to the date of the meeting. Amendments to the charter require a majority vote of all committee members.