



## **WISCONSIN BALANCE OF STATE CONTINUUM OF CARE**

### **Governance Charter**

#### **BACKGROUND**

The Wisconsin Balance of State Continuum of Care, Inc. was organized to provide leadership to local continua of care that exist in all counties of Wisconsin with the exception of Dane, Milwaukee and Racine counties. The Wisconsin Balance of State CoC ensures the efficient and effective delivery of housing and supportive services to households that are homeless or at risk of homelessness by providing the local continua of care with training, technical assistance and the submission of the annual Housing and Urban Development Continuum of Care grant application.

The Balance of State Continuum of Care (BOSCO) has been in existence since 1992. The Division of Housing through the state of Wisconsin organized training and HUD CoC grant application submission up until 2009. Under the state's auspices, there was an Advisory Board formed. Once the state removed itself from the affairs of the BOSCO, the organization became an unincorporated association. The BOSCO then decided to become a nonprofit organization. Articles of Incorporation and Bylaws were approved by the state of Wisconsin in February, 2011. The BOSCO covers 69 of Wisconsin's 72 counties and extends from the shores of Lake Superior in the northwest to the Illinois border in the southeast. The population for the continuum is 3.8 million and it covers an area of 52,533 square miles. The continuum has met regularly since its inception at various locations around the state and brings together people from a wide geographic area that includes urban, suburban and rural areas. All members share a common purpose to provide quality homeless services in an effort to end homelessness.

#### **PURPOSE**

The purpose of the Wisconsin Balance of State Continuum of Care is to:

- Provide leadership to providers of homeless services;
- Ensure the efficient and effective delivery of housing and supportive services to individuals and families experiencing homelessness or at risk of homelessness;
- Promote community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States, and local governments to re-house individuals and families experiencing homelessness rapidly while minimizing the trauma and dislocation caused to individuals and families experiencing homelessness as well as communities as a consequence of homelessness;
- Promote access to and effective use of mainstream programs by individuals and families experiencing homelessness;
- Optimize self-sufficiency among individuals and families experiencing homelessness;
- Meet the educational needs of members and the public; and
- Advocate for ending homelessness in the Balance of State.

#### **WISCONSIN BOSCO MEMBERSHIP**

Membership of the BOSCO is comprised of local Continua of Care (CoC). A local CoC is defined as a group of individuals and/or organizations including nonprofit homeless providers, victim services providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve homeless and formerly homeless veterans, and individuals experiencing homelessness or are formerly homeless who meet regularly for the purpose of discussing how to best provide services to individuals and/or families experiencing homelessness or are at risk of homelessness. The BOSCO has an open invitation to new members.

In order to qualify for membership, a local or regional COC must:

- Represent a defined (non-overlapping) geographic area.

- Include representation from private and non-profit sectors of the community, including individuals experiencing homelessness or were formerly homeless.
- Meet at least quarterly.
- Send a representative from a local COC agency to two quarterly meetings of the Corporation prior to becoming a voting member.

To become a member:

- A local or regional COC must submit a Membership Application demonstrating the above- referenced membership qualifications (a-d).
- The local or regional COC must be approved by the membership at a regularly constituted meeting. No single person may represent more than one COC.

In order to maintain membership, a local or regional COC must:

- Be current in payment of membership dues.
- Complete required critical reports and meet information deadlines as required by relevant federal law.

Meetings of the full Wisconsin BOSCO membership are held quarterly. Agendas for each meeting are published in advance and sent out to the membership and other community partners. Meeting registration and agendas are emailed, posted on the WIBOSCO website and social media.

## **WISCONSIN BOSCO BOARD**

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### **Governing Body**

The leadership of the Corporation shall reside with at minimum eleven (11) directors and at maximum fifteen (15). These eleven to fifteen individuals collectively shall be known as the Board of Directors for the Corporation. The Board of Directors will convene monthly at a date and time convenient to the majority of board members.

### **Board of Directors Structure**

The Board of Directors of the Corporation shall be comprised of at minimum 11 members and maximum of 15. The directors are elected as follows:

- Two representatives are from each of the four geographic regions of the state for a total of eight (8) directors. These representatives are nominated and elected by members in their respective regions.
- Two (2) directors are nominated by a majority vote of the current Board of Directors and approved by a majority vote of the Corporation's membership. These two (2) directors must meet and serve within one of the two following categories:
  - 1 director shall be an individual who is homeless or formerly homeless
  - 1 director shall be from the agency designated as the HMIS lead for the geographic area
- If the above-referenced directors does not represent the relevant subpopulations as listed below, up to an additional five (5) directors may be appointed by the current Board of Directors and approved by a majority vote of the Corporation's membership. These relevant organizations and projects serving homeless subpopulations within the geographic area include: persons with substance use disorders, persons with HIV/AIDS, veterans, the chronically homeless, families with children, unaccompanied youth, persons with serious and persistent mental illness, and victims of domestic violence.

### **Wisconsin BOSCO Board Staff Support**

The CoC Coordinator will provide primary staff support to The Board. The CoC Coordinator will also provide staff support to all other BOSCO committees and workgroups.

### **Wisconsin BOSCO Board Officers**

The officers of the Corporation shall be the President, Vice President, Secretary and Treasurer. Officers shall be elected from among the Board of Directors members on an annual basis by a majority of the members elected to the Board of Directors.

### **Term of Office**

The term of office for all directors is for two years, beginning at the start of the business meeting portion of the Annual Meeting, unless otherwise provided for in these Bylaws. The terms will be staggered.

### **Resignation, Removal, and Vacancies**

Resignation from the Board of Directors must be in writing and received by the Secretary. If a member COC notifies the Board of Directors that their representative who currently serves on the Board no longer represents the member organization, the person is no longer eligible to be one of the representatives on the Board of Directors.

A Board of Directors member may be terminated for excess absences from monthly meetings of the Board; excess meaning more than three unexcused absences. A Board of Directors member may be removed for other reasons by a three-fourths vote of the remaining Board of Directors members.

In the event of a mid-term vacancy, the region which the position represents, or the membership as a whole in the event the position is an at-large representative, is responsible for submitting nominations for a new representative to the Board of Directors at least two weeks in advance of a Board meeting to be voted on by the Board. The newly elected representative shall complete the original term of service.

### **Meetings**

Board meetings will be held at minimum on a monthly basis. Additional meetings to approve the annual CoC collaborative application or conduct other time sensitive business may be held as needed.

### **Quorum**

A number equal to a majority of those serving on the Wisconsin BOSCO Board will constitute a quorum for the purposes of conducting business at any meeting.

### **Voting**

All items presented to The Board for a vote will be decided by a simple majority vote. No member may vote on any item that presents a real or perceived conflict of interest.

### **Conflicts of Interest**

A conflict of interest may exist when the interests or activities of any member, director, or officer may be seen as competing with the interest and activities of the Corporation; when the member, director or officer, derives a financial or other material gain as a result of a direct or indirect relationship. Such conflicts are presumed to exist in those circumstances in which a member or director's actions may have a preferential impact upon the agency or entity employing the member or director. Such actions are presumed to include, but are not limited to, the development of policies in which a self-serving bias may be present as well as in decisions affecting the allocations of resources.

Any possible conflict of interest will be disclosed to the Board of Directors in a timely manner by the person concerned. While it is expected that interested parties will self-identify, disinterested board members are considered to have an obligation to assist in the identification and clarification of possible conflicts enjoyed by other members. Members of the governing body will complete a conflict of interest disclosure statement annually.

In matters in which the outcomes of Board policies or decisions may reasonably be vulnerable to charges of non-meritorious and/or non-rational preferential distributions of resources, the President shall take the additional step of inviting disclosure of the possible conflict of interest prior to facilitating disclosure and discovery of any conflicts and prior to Board action.

When there is doubt as to whether a conflict of interest exists, the matter will be resolved by a majority vote of the Board of Directors or its committee, excluding the person concerning whose situation the doubt has arisen. In such cases the burden of proof shall rest on the affirmative (that is, that such a conflict exists.) Such determinations are not intended to create a disproportionate or burdensome delay in the business of the meeting. Reasonable diligence in resolving such allegations is expected in order to maintain the credibility of the respective actions of the Board.

Unless requested by those without an apparent conflict to remain present during the portion of the meeting specific to the conflict of interest, the person having the conflict shall retire from the room in which the Board or its committee is meeting and shall not participate in the final deliberation or decision regarding the matter under consideration. However, that person shall make available any and all information relevant to the avoidance of a conflict and/or relevant to the decision at hand.

### **Recusal Process/Code of Conduct and Ethics**

When any conflict of interest is relevant to a matter requiring action by the Board of Directors, those self-identifying as an interested person or those individuals assessed as interested by a majority vote of disinterested Board/committee

members shall not vote on the matter. However, any director disclosing or assessed as having a possible conflict of interest may be counted in determining the presence of a quorum at a meeting of the Board of Directors or a committee thereof. All board members and/or committee chairs sign a form that covers code of conduct, ethics and conflict of interest annually.

## **WISCONSIN BOSCOB COMMITTEES AND WORKGROUPS**

The Wisconsin BOSCOB has one standing committee and seven other regular committees. Unless explicitly given permission in advance by the BOSCOB Board, no standing or ad hoc committee or workgroup can take action on behalf of the BOSCOB Board without approval by the BOSCOB Board.

The CoC Coordinator provides staff support to all committees as needed.

### **HMIS/Point in Time Committee**

The HMIS/Point in Time Committee shall be the one standing committee of the Corporation. This committee will be chaired by a member of the Board of Directors, and will report to the Board regarding its activities. The committee is responsible for the following:

- Data collection as it relates to the Point in Time count; establishing procedures and protocols; monitoring and evaluating the process; and conducting training and providing assistance as needed.
- Data collection for the purposes including but not limited to the COC Competitive process and any other needed application.
- Ensuring that the BOSCOB is in compliance with relevant federal law, the WI HMIS Advisory Board, and the policies and procedures established for the continued implementation of HMIS system throughout the BOSCOB geographic area.

### **Coordinated Entry Committee**

- Role and Responsibilities: The Wisconsin BOSCOB Coordinated Entry Committee is responsible for developing and implementing plans for a coordinated entry system in the BOSCOB. The committee also monitors compliance and evaluates performance of the process.

### **Project Evaluation and Assistance Committee**

- Role and Responsibilities: The Wisconsin BOSCOB Project Evaluation and Assistance Committee provides monitoring, technical assistance, evaluation to new and current COC funded projects.

### **Standards/Prioritization Committee**

- Role and Responsibilities: The Wisconsin BOSCOB Standards/Prioritization Committee develops standards and prioritization for all CoC and ESG funded programs. The committee also monitors compliance and evaluates performance of the process.

### **Gaps and Needs Analysis Committee**

- Role and Responsibilities: The Wisconsin BOSCOB Gaps and Needs Analysis Committee conducts annuals gaps and needs analysis of homeless needs and services in the BOSCOB and reports results to the Board and membership.

### **Discharge Planning Committee**

- Role and Responsibilities: The Wisconsin BOSCOB Discharge Committee works with the other HUD CoCs in Wisconsin to ensure there is a coordinated discharge plan for foster care, mental health, health care and corrections institutions.

### **Ten Year Plan Committee**

- Role and Responsibilities: The Wisconsin BOSCOB Ten Year Plan Committee is charged with coordinating and evaluating efforts in the BOSCOB to comply with the federal strategic plan to end homelessness.

### **Public Awareness Committee**

- Role and Responsibilities: The Wisconsin BOSCOB Public Awareness is responsible for maintaining and updating the website and social media. The committee also is responsible for increasing awareness of the WIBOSCOB in the state.

### **Other Workgroups**

The Wisconsin BOSCO Board forms short-term workgroups on an as-needed basis to accomplish necessary and time-limited tasks. Work group membership will vary depending on the particular needs of the group.

### **WISCONSIN BOSCO COLLABORATIVE APPLICATION PROCESS**

The BOSCO Board and CoC Coordinator design, operate, and follow a collaborative process for the development of the application and approve the submission of the application in response to a NOFA published by HUD. The Board establishes priorities for funding projects in the BOSCO.

The collaborative applicant is the Wisconsin Balance of State Continuum of Care, Inc. The HMIS lead for the BOSCO is the Institute for Community Alliances, Inc. Access to esnaps on behalf of the BOSCO belongs to Robyn Thibado, President of the Board, Carrie Poser, CoC Coordinator, and Adam Smith, HMIS Lead.

### **WISCONSIN BOSCO SYSTEM PERFORMANCE MANAGEMENT**

The Wisconsin BOSCO Project Evaluation and Assistance Committee, the HMIS/PIT CoC Workgroup, and the HMIS/PIT ETH workgroup, with assistance from the CoC Coordinator, will take primary responsibility for fulfilling HUD's CoC Program requirements related to monitoring and evaluating program performance. The CoC workgroup is led by a member of the HMIS lead agency. The ETH workgroups includes the ESG grant administrator for the state of Wisconsin. In this role, the committees will:

- Establish performance targets for, at minimum, CoC and ESG funded projects
- Monitor grantee performance
- Evaluate project outcomes
- Take appropriate action against poor performers

### **WISCONSIN BOSCO COORDINATED ENTRY SYSTEM**

In consultation with ESG grant recipients, the Wisconsin BOSCO established and is responsible for the operation of a coordinated entry system for the entire geographic area. The system includes:

- An initial comprehensive assessment of the needs of individuals and families for housing and services
- Incorporation of written standards for eligibility and prioritization
- Any additional requirements established by HUD by Notice

The Wisconsin BOSCO coordinated entry process includes a specific policy to guide the operation of the system on how it will address the needs of those fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking and seeking shelter or services from non-victim service providers.

See Coordinated Entry Policy at [www.wiboscoc.org](http://www.wiboscoc.org).

### **WISCONSIN BOSCO STANDARDS FOR PROVISION OF HOMELESS ASSISTANCE**

The Wisconsin BOSCO, in consultation with the ESG grant administrator, establishes and consistently follows written standards for providing Continuum of Care assistance. At a minimum these standards include:

- Policies and procedures for evaluating client eligibility
- Policies and procedures for determining and prioritizing eligible clients for transitional housing
- Policies and procedures for determining and prioritizing eligible clients for permanent supportive housing
- Policies and procedures for determining and prioritizing eligible clients for rapid re-housing housing
- Standards for determining the percentage or amount of rent the client must pay while receiving rapid re-housing assistance

See Standards and Prioritization at [www.wiboscoc.org](http://www.wiboscoc.org).

### **WISCONSIN BOSCO HMIS**

#### **HMIS Designation**

As of the adoption of this Governance Charter, the Board has designated ServicePoint as the single Homeless Management Information System (HMIS) database for the Wisconsin BOSCO. Bowman Systems serves as the vendor for ServicePoint.

### **HMIS Lead Designation**

The Institute for Community Alliances has been designated by the Board and membership to serve as the HMIS Lead for the Wisconsin BOSCO. In this role, ICA serves as the CoC Program HMIS project grantee and is responsible for managing all aspects of the Wisconsin BOSCO HMIS and ensuring it meets all federal requirements.

All HUD CoCs in Wisconsin have entered into a mutual Governance Charter for the purposes of the state-wide HMIS. The HMIS lead is tasked with developing a privacy plan, security plan, and data quality plan for HMIS. The BOSCO Board is responsible for reviewing, revising, and approving each plan. The Board and HMIS lead are tasked with ensuring consistent participation of recipients and sub recipients in HMIS. The BOSCO Board is responsible for ensuring HMIS is administered in compliance requirements prescribed by HUD.

See HMIS Governance Charter at [www.wiboscoc.org](http://www.wiboscoc.org) and [www.icalliances.org](http://www.icalliances.org).

See HMIS Policies and Procedures Manual at [www.icalliances.org](http://www.icalliances.org).

### **WISCONSIN BOSCO SYSTEM COORDINATION**

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The BOSCO Board has delegated a workgroup to develop a plan that includes coordinating the implementation of a housing and service system within the BOSCO that meets the needs of individuals and families experiencing homelessness. At minimum, the system includes:

- Outreach, engagement, and assessment
- Shelter, housing, and supportive services
- Prevention strategies

### **WISCONSIN BOSCO ANNUAL HIC & PIT COUNT**

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The CoC Coordinator, in collaboration with the HMIS Lead and the HMIS/PIT Workgroup, has developed a plan for conducting a semi-annual PIT count of persons experiencing homelessness in the BOSCO. The PIT count methodology, at a minimum, includes:

- Counting persons living in a place not designed or ordinarily used as a regular sleeping accommodation for humans as unsheltered homeless persons
- Counting persons living in emergency shelters and transitional housing projects as sheltered homeless persons
- Any other requirement established by HUD by Notice

See PIT Methodology at [www.wiboscoc.org](http://www.wiboscoc.org).

### **WISCONSIN BOSCO GAPS ANALYSIS**

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The BOSCO Board has delegated a workgroup to develop and conduct an annual gaps analysis of the homeless needs and services available within the BOSCO.

### **WISCONSIN BOSCO PARTICIPATION IN CONSOLIDATED PLAN**

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The BOSCO Board and CoC Coordinator are tasked with providing information required to complete the Consolidated Plans within the BOSCO.

### **WISCONSIN BOSCO ESG COLLABORATION**

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In collaboration with the ESG grant administrator, the Board and the CoC Coordinator develop a plan for allocating ESG funds.

The CoC Coordinator and the HMIS/PIT ETH Workgroup is tasked with reporting on and evaluating the performance of ESG program fund recipients. The ESG grant administration is a member of the ETH Workgroup.

### **WISCONSIN BOSCO ANNUAL REVIEW & APPROVAL OF CHARTER**

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This Governance Charter and every subsequent amendment to it must be approved by a majority of Wisconsin BOSCO

members. The Board, as the collaborative applicant, and the HMIS Lead will review the Governance Charter annually and recommend to the Members changes to improve the functioning of the Wisconsin BOSCO and maintain compliance with all appropriate federal and state regulation.

Approved by the Wisconsin Balance of State Board of Directors.



November 13, 2015

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Signature

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Date

