



# THE PARTNERSHIP TO END HOMELESSNESS

*SOLUTIONS FOR SNOHOMISH COUNTY*

## *GOVERNANCE CHARTER*

- Mission**      The Partnership to End Homelessness leads a collaborative, comprehensive and cohesive system of care that eliminates homelessness in Snohomish County.
- Vision**        Every person in Snohomish County lives in safe, stable, and affordable housing with access to necessary services and economic opportunity.
- Values**        The Partnership to End Homelessness is committed to these guiding principles:
- Results-based solutions;
  - Community-tailored system;
  - Seamless access to services;
  - Respect and dignity for every person;
  - Culturally relevant approaches; and
  - Open and honest communication.

*We, the undersigned, do hereby accept this Governance Charter as approved by the full membership of the Partnership to End Homelessness as of December 12, 2022.*

*Candy Banker*

*Candy Banker*  
*Chair, Partnership to End Homelessness*

1/27/2023

(Date)

*Jackie Anderson*

*Jackie Anderson*  
*Division Manager, Housing & Community Services*  
*Snohomish County HMIS Lead*

1/27/2023

(Date)

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### Attachments

- A** – Board Composition
- B** – Division of Responsibilities
- C** – Committees

- D** – Expectations & Code of Conduct
- E** – Annual Disclosure of Conflict of Interest Form
- F** – HMIS Governance Charter
- F-1** – HMIS Policies and Procedures
- G** – HEARTH Local Program Standards
- H** – Coordinated Entry Policies and Procedures
- I** – Consolidated Application Submission Process

## I. ORGANIZATION

The Partnership to End Homelessness (PEH), hereafter the Board, is an unincorporated organization created to fulfill the responsibilities within this Charter. The Partnership encompasses the Everett/Snohomish County Continuum of Care (WA-504).

## II. GEOGRAPHIC AREA

The Board serves all of Snohomish County, its cities, towns and unincorporated areas.

## III. PURPOSE

The purpose of the Board is to:

- Promote a community-wide commitment to the goal of ending homelessness;
- Utilize Continuum of Care (CoC) Program funding for efforts by nonprofit providers and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation cause to homeless individuals, families and communities as a consequence of homelessness;
- Ensure strategic utilization of all available resources;
- Establish a community-wide systems' approach with interagency coordination to alleviate poverty;
- Transform mission, vision, and values into strategy;
- Promote access to and effective use of mainstream programs by homeless individuals and families; and
- Promote self-sufficiency among individuals and families by providing access to a wide range of culturally relevant housing and necessary services.

## IV. COMPOSITION

### THE PARTNERSHIP TO END HOMELESSNESS BOARD

#### BOARD MEMBERSHIP COMPOSITION

The Board shall consist of a variety of community stakeholders that at minimum complies with 24 CFR § 578.5. For a list of stakeholder groups and corresponding Board Representatives, see **Attachment A – Board Composition**. Board Member stakeholder groups shall be added or deleted, except those as required by 24 CFR § 578.5, by simple majority vote at any Board Meeting including supplemental meetings.

If found to be compelling and necessary as determined by the Board or their designee and the Director of the Human Services Department, a single person may be appointed to represent up to but not more than two (2) Board positions. Such individuals shall be known as “dual representatives” and shall have the same rights and responsibilities as other Board members. Except for the purposes of establishing a minimum threshold and quorum, they shall be counted as one (1) Board member only and be granted one (1) vote only.

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#### OPEN MEMBERSHIP AND NEW MEMBERS

No less than annually, the Board will issue a public invitation via email distribution lists, and website posting, at minimum. Positions will be filled as vacancies arise or as a need for representation is identified.

New members may apply by completing a nomination form. Nominations will be reviewed by the Board or designated Board Committee, then submitted to the Snohomish County Human Services Department Director to make the appointment.

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#### RESPONSIBILITIES OF MEMBERS

The Board retains all responsibility for planning and implementation of activities to meet the purposes and goals under this Charter, but may delegate responsibility to the Collaborative Applicant (see **Section VIII**), or HMIS Lead (see **Section VIII**), Executive Committee (see **Section IV**) or other designated Committee or entity. Specific responsibilities are identified in **Attachment B – Division of Responsibilities**, for requirements under the Continuum of Care Interim Rule, 24 CFR part 578.

### EXECUTIVE COMMITTEE

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#### COMPOSITION

The Executive Committee will consist of a Chair, Vice Chair, a Snohomish County Government Representative, and the standing Committee Chairs.

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#### TERM OF OFFICE

Officer and Committee Chair appointments are one (1) year in length. Members may serve multiple terms without limit.

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#### NOMINATION AND VOTING

The Snohomish County Human Services Director will appoint the Chair, Vice Chair, and Snohomish County Government Representative.

Committee Chairs will be and elected through majority vote.

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#### VACANCIES

After initial seating, vacancies will be filled by current members of the Board. The Board will recommend by vote to the Human Services Director who will make the appointment.

## V. RESPONSIBILITIES

### BOARD RESPONSIBILITIES

The Board will improve coordination of housing and services, increase and/or influence effective use of resources, and ensure a broad range of input for developing strategies to meet the goals of this Charter. The Board will review other federal, state, and local plans to provide consistency with local planning.

## OPERATION OF EVERETT/SNOHOMISH COUNTY CONTINUUM OF CARE

Several of the operating activities required of the Board are delegated to the County as the Collaborative Applicant and to the HMIS Lead. The Collaborative Applicant and HMIS Lead will report on delegated activities for Board review. Activities to be undertaken by the Collaborative Applicant and HMIS Lead on behalf of the Board may be negotiable and the Board retains all responsibilities regardless of delegation. See **Attachment B – Division of Responsibilities**, for delineation of responsibilities under the CoC Interim Rule, 24 CFR part 578.

## PLANNING

The Board is responsible for:

- Developing a strategic plan to meet the goals and purpose of this Charter; and
- Coordinating the implementation of the housing and services system, which includes, at minimum:
  - Outreach, engagement, and assessment;
  - Shelter, housing and supportive services; and
  - Prevention strategies.

## PREPARATION OF APPLICATION FOR FUNDS

Snohomish County, the Collaborative Applicant for the Everett/Snohomish County CoC, is the lead agency responsible for completing and submitting the Consolidated Application for CoC Program funding on behalf of the CoC. The County's Office of Community and Homeless Services (OCHS) performs this function. See **Attachment I – Consolidated Application Submission Process**, for the process for submitting the Consolidated Application to the U.S. Department of Housing and Urban Development (HUD) during the annual competition for CoC Program funds.

## VI. RULES FOR THE GOVERNANCE BOARD

### MEMBERSHIP MEETINGS

Meetings will be held at least quarterly. Supplemental meetings may be scheduled if there is business that needs to be conducted. Board meetings shall be governed by Robert's Rules of Order.

### RECORDKEEPING

Recordkeeping support will be provided by the Snohomish County Human Services Department to include preparation of written agendas, meeting minutes, and meeting announcements. The Collaborative Applicant will maintain records necessary to meet, at minimum, the requirements under the CoC Interim Rule, 24 CFR part 578.

## ATTENDANCE

Board members must attend meetings and be prepared to discuss matters presented for their deliberation. Members are required to attend no less than seventy-five percent (75%) of meetings within a calendar year. Failure to meet the attendance requirement or repeated failure to complete work assignments will be grounds for removal from the Board and/or Committee assignments. See Resignation or Removal below.

## NOTICE OF MEETINGS

Notice of the place, date, and time of each Board meeting, will be posted on Snohomish County's Partnership to End Homelessness website and sent to members by email or other reasonable means of communication at least five (5) business days before the meeting date, along with the agenda for the meeting. The Collaborative Applicant is the responsible entity for all website postings.

## QUORUM AND VOTING

One-third (1/3) of seated members will constitute a quorum for the transaction of business at any meeting. If no quorum is present, the meeting shall be adjourned. For the purposes of satisfying the quorum requirements, non-voting proxies will not be counted toward meeting the majority.

No meeting, quorum, or vote of the Board shall be in compliance with this section if less than eighty percent (80%) (rounded to the nearest whole number) of all Board positions identified in **Attachment A – Board Composition** have a member representative.

At all meetings, business items may be decided by arriving at a consensus. If a vote is necessary, all votes shall be cast in accordance with Robert's Rules of Order, of the majority of those in attendance at a meeting with a quorum represented. Each representative seat shall have one (1) vote. No member may vote on any item which presents a real or perceived conflict of interest.

## PROXIES

- 1) A Board Member who is unable to attend a given meeting must designate, in writing, the Board Member who may act as their proxy. The written authorization must be provided to the Chair at the start of the meeting and entered into the record. A proxy may only be given to an existing Board Member.
- 2) A Board Member who has been designated as a proxy in conformance with 1) above, may cast a vote for themselves and a second vote in their capacity as a proxy. Should there be a hand count or roll call conducted for a particular action item, both votes cast by the Board Member acting as proxy must be recorded with the vote cast as proxy clearly identified. Should the Board Member have to abstain from a given vote as themselves or in their capacity as a proxy, the role for which they cast the abstention must be clearly identified.
- 3) The designation of a Board Member as a proxy shall be made for one (1) meeting. Should a given Board Member wish to have a proxy at an additional meeting(s), designation must be made in conformance with 1) above on a meeting-by-meeting basis.

- 4) A Board Member who is serving as a proxy at a given meeting may do so for one other Board member only for that meeting.
- 5) The designation of a proxy is intended to be made only in exceptional circumstances and should not be used in lieu of regular attendance by any Board Member.

#### ACTION WITHOUT A MEETING

Any action that requires approval by the Board in advance of the next scheduled meeting, including changing the Governance Charter, may be taken without a meeting of the Board when necessitated by a matter deemed urgent by the Executive Committee, the Collaborative Applicant, or the HMIS Lead. An emailed electronic survey shall be used as the instrument to detail the action item(s) and request a vote. The electronic survey shall be conducted in a way that allows votes to be visible to all Board members. Board members shall have no less than 5 business days to cast their vote. The electronic survey results will be attached to the most recent approved minutes and posted to Snohomish County's Partnership to End Homelessness website. All other provisions of the following sections of the Governance Charter shall apply to voting without a meeting: Notice of Meetings; Quorum & Voting; Proxies.

#### RESIGNATION OR REMOVAL

Any representative may resign at any time by giving written notice to the Chair.

Board and Committee Members are required to adhere to the standards of conduct outlined in **Section IX**, below. The Executive Committee will review all complaints or concerns brought to their attention regarding conduct, and if evidence of violations is found, the matter will be taken to the Board. Members of the Board may be recommended for removal by a super majority vote for repeated absence, misconduct, failure to participate, or violation of the conflict of interest or code of conduct policies. The recommendation will be forwarded to the Snohomish County Human Services Director for the Director to act. Members will be notified of removal by letter within 30 days of the Director receiving all necessary information to act on removal.

If the person whose conduct is under review is a member of the Executive Committee, that person may not be present for the review except for the purpose of responding to requests for information from the Executive Committee.

### VII. COMMITTEES AND WORKING GROUPS

#### PROCESS FOR DEVELOPING A STANDING COMMITTEE

The Partnership shall have standing Committees which carry out some of the Board responsibilities as delegated. Current standing Committees are identified in **Attachment C – Committees** and will be reviewed annually, and revised as necessary. Should a need be identified for additional standing Committee(s) it will be created by a super majority vote.

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#### OTHER AD-HOC COMMITTEES, SUBCOMMITTEES AND WORK GROUPS

Other ad-hoc committees, subcommittees, and work groups will be established as needed through planning efforts. See **Attachment C – Committees** for current subcommittees, and work groups. New ad-

hoc committees, subcommittees, and work groups require only a simple majority vote of the Board or may be established by the existing standing Committees, Collaborative Applicant, or HMIS Lead as needed to carry out the work of this Charter.

## VIII. APPOINTMENT OF AGENTS AND DESIGNATION OF HMIS

### DESIGNATION OF COLLABORATIVE APPLICANT

Snohomish County has been designated as the Collaborative Applicant for the Everett/Snohomish County CoC. The Office of Community and Homeless Services within the County's Human Services Department is the responsible entity. This designation was made on September 13, 2012. The responsibilities of the Collaborative Applicant can be found in **Attachment B – Division of Responsibilities**.

### UNIFIED FUNDING AGENCY

Snohomish County was granted Unified Funding Agency (UFA) designation for Fiscal Year (FY) 2015, FY2016, FY2017, FY2018, FY2019, FY2020, FY2021 and FY2022. The Board designated Snohomish County Human Services as the UFA on March 13, 2014. As a UFA, the Office of Community and Homeless Services is the responsible entity and will be the sole project applicant for CoC Program funds for the WA-504-Everett/Snohomish County CoC.

### DESIGNATION AND OPERATION OF HMIS

Snohomish County Human Services was designated as the Homeless Management Information System (HMIS) Lead entity to administer the single HMIS for the Everett/Snohomish County CoC.

Responsibilities of the HMIS Lead are described in detail in **Attachment B – Division of Responsibilities** and **Attachment F – HMIS Governance Charter**.

### HMIS GOVERNANCE CHARTER

See **Attachment F – HMIS Governance Charter**.

## IX. CODE OF CONDUCT AND CONFLICTS OF INTEREST

### EXPECTATIONS AND CODE OF CONDUCT

Board members, Committee members, and staff members of the Collaborative Applicant and HMIS Lead must exercise care, diligence and prudence when acting on behalf of the Everett/Snohomish County CoC. See **Attachment D – Expectations and Code of Conduct**.

### CONFLICT OF INTEREST

#### RULES REGARDING CONFLICT

Board and standing Committee members must abide by the following rules in order to avoid conflicts of interest in compliance with 24 CFR §§ 578.95 (b) and (d) and promote public confidence in the integrity

of the Partnership and its process. Failure to adhere to these rules is grounds for removal from the Board and any of its Committees.

- Board and standing Committee members may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
  - Any organization that they or a member of their immediate family represents or has represented in the previous year; or
  - Any organization from which they or a member of their immediate family derives, or has derived, income or anything of value in the previous year.
- Whenever Board or standing Committee members or any of their immediate family members have a financial interest or any other personal interest in a matter coming before the Board or one of its Committees, they must:
  - Fully disclose the nature of the interest; and
  - Recuse themselves from discussing, lobbying, or voting on the matter.

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#### DISCLOSURE

Board and Committee members must disclose any actual or potential conflicts of interest regarding any business included in the meeting's agenda at the beginning of each Board or Committee meeting.

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#### ABSTENTION FROM DECISION-MAKING

Any matter in which Board or Committee members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. The minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested Board and Committee members' actual or potential conflicts of interest and their abstention.

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#### ANNUAL CONFLICT OF INTEREST ACKNOWLEDGEMENT FORM

Members of the Board or of any Committee under this Charter must sign a conflict of interest form annually, affirming that they have reviewed the conflict of interest policy and disclosing any conflicts of interest that they face or are likely to face in fulfillment of their duties as members. Members will not be permitted to participate until the statement is on file with the Collaborative Applicant. See **Attachment E – Annual Disclosure of Conflict of Interest**.

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#### CONFLICT OF INTEREST FOR COC APPLICATION OVERSIGHT COMMITTEE AND PROJECT REVIEW COMMITTEE

No person with a conflict of interest may serve on the CoC Application Oversight Committee or Project Review Committee. For the purpose of this section only, a conflict of interest exists if:

- The person currently, or within the last one (1) year has been, or has a current agreement to serve in the future as, a Board member, staff member, or paid consultant of an organization making a proposal for funding; or
- The person's employer or an organization on whose Board of Directors the person sits, now has, or within the last one (1) year has had a contractual relationship with an organization making a proposal for funding. However, if the person's employer, or the organization on whose Board of Directors the person sits, is a funding entity or organization whose mission includes providing services and/or funding to other services providers, under this definition of "conflict of interest," no conflict exists; or
- Any other circumstance exists which impedes the person's ability to objectively, fairly and impartially review and rank the proposals for funding.

## **X. APPROVAL OF GOVERNANCE CHARTER AND SUBSEQUENT AMENDMENTS**

This Governance Charter and every subsequent amendment to it must be approved by a majority of the Partnership members. The Executive Committee, in consultation with the Collaborative Applicant and the HMIS Lead, will review the Governance Charter no less than annually and recommend to the Board changes to improve the functioning of the Partnership and maintain compliance with federal and state regulations. The Charter will be updated based on consensus and the Board will be asked to approve proposed changes or ratify the existing Governance Charter no less than annually-

Every five (5) years, the Executive Committee will invite interested CoC Members to participate in a review and discussion of the Governance Charter.