



# Denton County Homeless Coalition Policies and Procedures

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## **Article I. The Statement of Purpose**

The Denton County Homeless Coalition serves as a catalyst for developing and providing needed services to individuals and families experiencing homelessness and those who are at-risk for homelessness in Denton County

## **Article II. Membership**

- A. General. The Coalition is comprised of representatives from housing and social service providers, nonprofit organizations, local government entities, school districts, law enforcement agencies, ministries, healthcare services, homeless persons and other concerned county residents. Members shall meet regularly to assess and prioritize the needs of the homeless and at-risk population; to review and coordinate the availability of services; to provide information to service providers and the public; to plan and initiate an annual Point in Time Count; to evaluate funding opportunities; and to otherwise act as a collaborative planning organization for matters related to homelessness in Denton County.

The organization shall be comprised of a group of persons known as "Members." The manner of selecting the members shall be in accordance with the procedure herein set forth. The Steering Committee shall be considered part of the membership

- B. Size of membership. There shall be no minimum or maximum number of Members of the organization though attempts shall be made to include representation from the categories listed below (see Appointment and Qualifications).
- C. Term. Members shall serve at their pleasure for an indefinite term.
- D. Roster. A member or staff of the organization shall maintain a list of all members, the agency, entity or area of interest they represent, and the date their membership began. Membership information will be updated periodically. Attendance by any individual representative from a member agency/entity shall constitute attendance for that agency.
- E. Appointment and Qualifications.
- a. Qualifications of the members shall include a general interest in developing programs to assist the homeless or have expertise in areas related to homelessness. The membership shall also reflect the diversity of the community.

- b. The members may be designated to sit on any standing or special committees that may be established by the Steering Committee as it may determine to be necessary or advisable in furtherance of the organization's mission.
- c. Membership shall be open to all entities, individuals and organizations interested in collaboration, creation and coordination of homeless services and causes in Denton County.

### **Article III. Steering Committee**

#### **A. Job Description**

- a. Develop and recommend policies and procedures to the coalition.
- b. Determine the agenda, date, time, and location of Denton County Homeless Coalition (DCHC) meetings
- c. Recruit and orient new members to the DCHC.
- d. Serve as spokespersons to officials and to the media while communicating as a unified front on behalf of the DCHC.
- e. Facilitate the coalition's work, done together with Continuum of Care (CoC), to recommend priorities, assess progress and recommend revisions as necessary.
- f. Develop and encourage represented agencies to utilize the common information system.
- g. Educate agencies and public about the Continuum of Care (CoC) and its progress.
- h. Establish standing and ad hoc committees as beneficial to the DCHC.

B. Member Categories. The Steering Committee shall be comprised of up to twenty elected members and any additional appointed members that represent a variety of agencies, interests or constituencies in addition to staff liaisons. Membership seats will be defined by role or representation as defined in the steering member selection below.

C. Steering Committee Member Selection. The steering committee will nominate individuals that represent the appropriate committee seat as defined by the member categories listed below. The general body of the DCHC will be informed of vacancies on the committee and members will be asked to submit interest/nomination forms if they wish to volunteer themselves or nominate another to serve on the steering committee. Steering committee members will then review the interest forms and make a recommendation to the general body, which will then proceed to elect an individual to fill the vacancy. The general membership can make nominations at their first meeting

following a resignation or other interim vacancy and/or the steering committee has the authority to approve vacancies outside the regular election process.

In making its recommendations for each vacancy, the steering will consider representative from the following categories:

Elected:

- Domestic Violence
- Education
- Emergency Services
- Emergency Shelter
- Employment
- Homeless or formerly homeless
- Legal
- Medical
- Behavioral Health
- Real estate/affordable housing
- Religiously Affiliated
- Small Business
- Temporary or transitional housing provider
- Veterans
- Youth
- Open / Other

Appointed:

- City Representatives (appointed position, annually)
- HMIS (appointed position)
- Denton County Homeless Leadership Team backbone support staff (UW)

D. Liaisons and Support. The Steering Committee will designate one person holding a City Representative seat as a primary facilitator for meetings and staff support activities. Duties will include producing agendas, minutes, communications and record keeping. The DCHC will also utilize guidance and training from the CoC.

E. Terms. Steering committee members shall serve in staggered, two-year terms.

F. Meetings. The committee shall meet no less than 10 times per year. Meetings shall be called by the liaisons who will consult with the members as regards to convenient dates, times and locations. Extra meetings and/or meeting cancellations may be announced at the discretion of the liaisons after consulting with steering committee members. If a

steering committee member misses 3 meetings in a row, or a majority of the meetings over a period of six months, they shall be at risk of being removed from the committee and a vacancy declared.

- G. Membership Chair. The chair of the steering committee is also the acting chair at the general body meetings. The chair is nominated and voted in by the general body membership for a term of one year.
- H. Membership Secretary. The Steering Committee shall appoint one of its members to act as a Membership Secretary to take minutes at the steering committee meetings and general body meetings.

#### **Article IV. General Body**

- A. Meetings. The members shall meet a minimum of five times within a designated 12 month operating year to discuss issues relating to homelessness in Denton County and to determine activities that may be undertaken in order to reduce the instance of homelessness and provide support to homeless and potentially homeless households within the area.

#### **Article V. Voting**

- A. Voting Rights. Each member agency, entity or individual shall be entitled to one vote, in person or by proxy, on each matter submitted to a vote of the members. At each election of the Steering Committee, each member agency, entity or individual shall have the right to one vote for as many persons as there are Steering Committee members to be elected.
  - a. Passage of a motion requires a simple majority (i.e., one more than half the members present).
  - b. The Denton County Homeless Coalition will hold an annual meeting election to elect open steering committee seats.
- B. Steering Committee Voting. A majority of Steering Committee members constitutes a quorum. (b) In absence of a quorum at a Steering Committee meeting, no formal action shall be taken except to adjourn the meeting to a subsequent date.

**Article VI. Non Discrimination statement**

- A. DCHC does not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities.

**Article VII. Standing Committees**

- A. Point in Time Count. The DCHC shall plan and coordinate an annual Point in Time Count each year. PIT counts are a critical source of data on the number and characteristics of people who are homeless in the county. Having reliable local data on homelessness can play a critical role in raising public awareness of the challenges facing people who are homeless and bolster efforts to garner additional public and private support. These data are used to measure homelessness and they serve as an important source for local program and system planning including influencing HUD and CoC Program funding awards. DCHC members receiving HUD and CoC funds shall be required to participate in local PIT Count planning and implementation.
- B. Coordinated Entry. Coordinated Entry is a key step in assessing the needs of homeless individuals and families and prioritizing them for assistance. Coordinated Entry should make it easier for persons experiencing homelessness or a housing crisis to access the appropriate housing and service interventions; prioritize people with the longest histories of homelessness and the most extensive needs; lower barriers to entering programs or receiving assistance; and ensure that persons receive assistance and are housed as quickly as possible. The DCHC will work with the CoC to establish and maintain a process of coordinated entry in the county.