MCHCCN CoC Committee Descriptions

Steering Council (populated by CoC Officers)

Purpose: the Steering Council is authorized by the Network to serve as the policy-making entity for matters not otherwise delegated to the Network Membership in the Governance Charter.

- Responsible for ensuring that the nine major HUD defined responsibilities in Section 3 are carried out.
- Identify and ensure an annual agenda of board work is completed in line with the CoC's strategic objectives.
- Act as liaison to the Collaborative Applicant.
- Assist in identifying strategic issues to address and plan coordinated CoC engagement around the identified issues.
- Recommend creation of ad hoc committees to support strategic initiatives as appropriate.
- Handle urgent issues.
- Assess reports of conflict of interest and recommend action.
- Assess reported issues of non-compliance against CoC-funded organizations and recommend action.
- Review and Revise the Governance Charter and all CoC policies and procedures at least annually and as necessary

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Membership and Nominating Committee

Purpose: The Nominating Committee is responsible for proposing election or re-election of the rotating seats of Steering Council members whose terms are coming to an end or to fill positions that have been vacated.

- Help create board roles and responsibilities
- Pay attention to board composition and present a slate of candidates to fill board positions
- Encourage board development
- Assess board effectiveness
- Prepare board leadership
- Helps to resolve board member conflicts.
- Assess board and committee membership and participation and help to identify and recruit members to Committees

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Data Committee

Purpose:

The Data Committee is responsible for the regular review of multi-level data to evaluate system level progress toward ending homelessness. The work of this committee informs the work of other committees to ensure activities are contributing to improved system level outcomes. This committee reviews HUD System Performance Measures reports, Point-in-Time counts, Housing Inventory reports, and more.

- Review the availability of housing and services, conducts gaps analyses, provide data to the CoC to encourage potential areas of change or improvement
- Oversee all data collection and use of data within the CoC, including but not limited to ensuring compliance with HMIS regulations and compliance with the CoC's HMIS Governance Charter, recommending changes to the board as necessary.
- Maintain a system for tracking CoC-wide outcomes, project performance and tracking progress toward meeting HUD goals.
- Ensure progress in meeting HUD's performance goals

- Coordinate and follow up on the tasks associated with the CoC Monitoring Plan.
- Provide requested data to other committees as necessary, such as preparing for the annual application to HUD.
- Review and updates the HMIS Governance Charter, privacy and security plan, policies and procedures, operational agreements, and MOUs as needed.
- Ensure consistent participation of recipients and subrecipients in HMIS
- Ensure HMIS is administered in compliance with requirements prescribed by HUD

Review Committee

Purpose: To coordinate the annual project selection process, which includes the ranking of existing and new project scoring

- coordinate the annual project selection process, which includes the ranking of existing and new projects scoring. In this capacity, it reviews all documents from the previous funding round; sets a schedule and timeline for the current funding round; develops and edits forms for new project and renewal evaluations; develops ranking criteria; collaborates with the Data Management Outcomes Committee, as necessary; and provides ranking reports to the CoC.
- in order to increase CoC-wide performance, the committee ensures the strategic use of HUD funds and develop new resources,
- develop the CoC's reallocation strategy for recommendation to the Board. This includes setting policy to make any funding cuts or allocate new resources, based on the NOFO for the Continuum of Care.
- research and, if appropriate, recommend other funding sources that present opportunities consistent with the CoC's objectives.

Coordinated Entry Committee

Purpose: The primary role of the Coordinated Entry Committee is to provide oversight and review to the Coordinated Entry System for households experiencing homelessness to be served by both temporary and permanent housing, according to eligibility and service standards of the community.

- In consultation with the recipients of CoC funds, research and recommend a coordinated entry system, which must be approved by the CoC board.
- Coordinated entry system planning, budgeting, policies and procedures, selection of operational partners, training, evaluation and oversight.
- Solicit input from service providers, funders, community partners and consumers to ensure its recommendations are inclusive of diverse voices
- Oversee the Coordinated Entry system's operation and monitor/modify to the process as needed.
- Ensure adequate participation within the CoC from organizations serving the target population(s).
- Make recommendations for the adoption of CoC-wide policies and procedures that will lead to more effective services being delivered to the committee's target population(s) within the geographic area.
- Conduct community planning
- Advise the board on industry trends and strategic challenges relating to the mission of the CoC, and assess community need for programs and services related to the target population(s).
- Ensure that programs are developed and implemented that meet the needs of the community and achieve desired outcomes

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Street Outreach Committee

Purpose: This Committee serves to support agencies in the CoC who conduct street outreach by sharing best practices, current trends, and coordinating the frequency and type of services delivered throughout 100% of our service area. Training or refresher on safety strategies should be a regular feature of meetings. The Committee and HMIS Lead Agency will coordinate to assure HUD regulations for the count are adhered to and adequate support is available locally.

Diversity, Equity, and Inclusion (DEI) Committee

Purpose: Lead the CoC's efforts to address inequality and advance equity through ongoing evaluation of the homeless assistance system's program models (outreach, emergency shelter, transitional housing, joint transitional housing, rapid re-housing, and permanent supportive housing) and processes (access, assessment, and referral to housing programs) to ensure access to the system and system outcomes are equitable. The Committee will make recommendations to improve the system on an ongoing basis.

- Actualize the Board's vision that homeless assistance is provided in a fair and equitable manner such that no one's identity is a predictor for receiving homeless assistance or achieving positive outcomes such as acquiring and maintaining permanent housing while participating in homeless assistance programs
- Work collaboratively through an intentional, ongoing process to develop the CoC's Diversity, Equity, and Inclusion Framework
- Inform and/or support ongoing evaluation activities by recommending questions the CoC should seek to answer and the types of information the CoC should gather and analyze to answer those questions, with a particular emphasis on gathering qualitative information using surveys, interviews, or focus groups with people participating in the homeless assistance system and homeless service providers as this information will help the CoC contextualize and better understand what needs to be done to advance equity.

Youth Action Board (YAB)

The Youth Action Board (YAB) aspires to be agents of change using lived experiences of homelessness as a tool to bridge the gaps between homelessness and quality of care for all youth 16-24 years. The YAB is a body of directly impacted young people using their lived experiences to inform policy and create systematic change to combat youth homelessness. The main objectives of the YAB are to advise the CoC regarding their ongoing commitment to meet the needs of youth experiencing homelessness in Muskegon and ensure that CoC policies and practices are informed by the voices of young people with lived experience of homelessness. General YAB meetings shall be open to any youth that has experienced homelessness or housing instability between the ages of 16 and 24 years old.

The goal of the Youth Committee is to increase data around youth homelessness, reduce barriers, improve diversion efforts, and get youth into stable housing.